This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

+ *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
+ *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
+ *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
+ *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at `http://books.google.com/`

COMMONWEALTH OF PENNSYLVANIA

DEPARTMENT OF PUBLIC INSTRUCTION

STATE LIBRARY

LIBRARY EXTENSION DIVISION

TRAVELLING LIBRARIES

CLASS 020.5

THE U[illegible]HIGAN LIBRARIES

TENTH ANNUAL REPORT OF THE BOARD OF TRUSTEES

OF THE

FREE PUBLIC LIBRARY

FOR THE YEAR 1912

LIBRARY
CATALOGING
DIVISION

EAST ORANGE, NEW JERSEY
1913

Library Science
Z
733
.E131
A2
1912-24

FORMER TRUSTEES

F. M. SHEPARD,
Appointed January 22, 1900, President to May 27, 1903.

HARRY T. AMBROSE,
Appointed January 22, 1900, to June 11, 1900.

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905.

JAMES B. DILL,
Appointed June 11, 1900, to July 2, 1902.

J. FRANKLIN FORT,
Appointed Jan. 22, 1900; President from May 27, 1903, to Jan. 1, 1909.

ROBERT W. HAWKESWORTH,
Appointed Jan. 22, 1900; Vice-Pres. from Jan. 21, 1905, to Jan. 1, 1909.

ALBERT S. MARTEN,
Appointed May 27, 1903, to January 1, 1909.

OCTAVUS C. MYERS,
Appointed January 21, 1903, to January 1, 1909.

DAVID S. WALTON,
Appointed Jan. 22, 1900; Treas. from April 18, 1900, to Jan. 1, 1911.

CHARLES A. STERLING,
Appointed Jan. 22, 1900; President from Feb. 17, 1909, to Jan. 17, 1912.

BOARD OF TRUSTEES

WILBUR S. JOHNSON, Appointed May 27, 1903;
Term expires January, 1913.
ALEXANDER KING, Appointed January 22, 1900;
Term expires January, 1914.
EDWARD O. STANLEY, Appointed January 22, 1900;
Term expires January, 1915.
ERNEST C. KLIPSTEIN, Appointed January 1, 1911;
Term expires January, 1916.
JOHN C. KIRTLAND, Appointed January 1, 1912;
Term expires January, 1917.
HON. JULIAN A. GREGORY, Mayor, Ex-Officio.
VERNON L. DAVEY, Superintendent of Schools, Ex-Officio.

PRESIDENT OF THE BOARD, EDWARD O. STANLEY.
TREASURER OF THE BOARD, WILBUR S. JOHNSON.
SECRETARY OF THE BOARD, VERNON L. DAVEY.

STANDING COMMITTEES

BUILDING COMMITTEE

ALEXANDER KING JOHN C. KIRTLAND

BOOK COMMITTEE

EDWARD O. STANLEY VERNON L. DAVEY

FINANCE COMMITTEE

WILBUR S. JOHNSON ERNEST C. KLIPSTEIN

AUDIT COMMITTEE

ERNEST C. KLIPSTEIN JOHN C. KIRTLAND

55064

LIBRARY STAFF

MAIN LIBRARY

LOUISE G. HINSDALE, Librarian.
JESSIE G. SMITH, Head of Catalogue Department.
ALICE WILLIGEROD, Head of Lending and Reference Depts.
HELENA D. APPLETON, Secretary and Head of Order Dept.

Assistants

GLADYS D. ADAMS, Catalogue Department.
SARAH BAYLEY, in charge of book repairs and rebinding.
SARAH W. CHEDISTER, book repairs.
ROBERTA HERRON, in charge of Children's Room.
AGNES McCLURE, Catalogue and Lending Departments.
BIETTA OSTRANDER, Catalogue and Lending Departments.
ELLEN W. PECKHAM, Lending Department.
ANNETTE M. REYNAUD, Lending Department.
AMIE P. WILDEY, Lending Department.
TRAINING CLASS, 1912-1913—

Training Class, 1912-1913

Ethel M. Agens,
Attalie Buchner,
Helen D. Jacobus,
Elsie F. Rodman.

CLIFFORD GARRISON, Page.
EDWARD J. MOORE, Janitor.

FRANKLIN BRANCH LIBRARY

CAROLINE PIDERIT, BRANCH LIBRARIAN.
*P. NORRIS SHERRY, Page and Janitor.
EDWARD MILLER, Page and Janitor. (Appointed Oct. 1.)

ELMWOOD BRANCH LIBRARY

SARA HERRON, BRANCH LIBRARIAN.
MARGARET BARROW, ASSISTANT.
*FREDERICK METZ, Page and Janitor.
LOUIS A. GAMBLE, Page and Janitor. (Substitute from Nov. 11.)

*Resigned.

FINANCIAL STATEMENT FOR 1912

RECEIPTS

Balance of City appropriation, January 1, 1912....		$993.06
City appropriation for 1912.....		19,000.00
Andrew Carnegie for Elmwood Branch building..		2,939.00
Bal. of book fund in hands of trustees, Jan. 1, '12.	$2,004.81	
Fines and book reserves, bank interest, etc.....	1,672.24	3,677.05
		$26,609.11

DISBURSEMENTS

Books	$5,658.82	
Furniture and fixtures.....	378.39	
Elmwood Branch building.....	2,939.00	
Periodicals and newspapers.....	560.67	
Rebinding of books.....	1,528.01	
Printing, stationery and library supplies.....	1,129.85	
Janitor's supplies	278.32	
Telephone	114.00	
Light	1,090.41	
Coal	432.38	
Water	40.59	
Repairs and maintenance of grounds.....	140.83	
Transportation (express, freight, cartage).....	72.27	
Carfare (including branch delivery).....	68.55	
Postage	73.93	
Refunded for books lost and paid for, afterwards found	3.97	
Insurance	346.25	
Miscellaneous	161.81	
Salaries; librarian and staff (including substitutes)	8,236.72	
Janitor and pages (including substitutes)	2,251,26	
Total disbursements for 1912.....		25,506.03
Balance of City appropriation, December 31, 1912.		3.71
Bal. of book fund in hands of trustees, Dec. 3, '12		1,099.37
		$26,609.11

LIBRARY HOURS

*MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 6. 30 P. M. Tuesday, Thursday, Friday.
9 A. M. to 9. 00 P. M. Monday, Wednesday, Saturday.

THE MAIN LIBRARY is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day. On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

FRANKLIN BRANCH, corner Dodd Street and Fulton Avenue.

ELMWOOD BRANCH, corner Elmwood Ave. and Clinton Street.

BRANCH HOURS

2 to 6.30 P. M. Monday, Wednesday, Friday.
2 to 9.00 P. M. Tuesday, Thursday Saturday.
The branches are closed on Sundays and on all legal holidays.

TELEPHONE

Main Library, 3617. Franklin Branch, 348. Elmwood Branch, 3395.

*The Main Library is now open every evening until 9 P. M. (from January 1, 1913).

ANNUAL REPORT OF THE TRUSTEES AND OF THE LIBRARIAN

REPORT OF THE TRUSTEES

To the Honorable Julian A. Gregory,
Mayor of the City of East Orange:

DEAR SIR:—We present to you herewith the report of the library for the year 1912—the tenth annual report of the East Orange Free Public Library—as submitted to the Board by the Librarian, Louise G. Hinsdale.

Respectfully submitted,

EDWARD O. STANLEY, *President,*
ALEXANDER KING,
WILBUR S. JOHNSON, *Treasurer,*
ERNEST C. KLIPSTEIN,
JOHN C. KIRTLAND,
JULIAN A. GREGORY,
VERNON L. DAVEY, *Secretary.*

REPORT OF THE LIBRARIAN FOR THE YEAR 1912

To the Board of Trustees of the East Orange Free Public Library:

GENTLEMEN:—I have the honor to submit to you the tenth annual report of the library.

More than four thousand books were added to the library during the year, of which less than one-half, including some important reference works, were new titles; the balance duplicates or replacements. The proportion of fiction purchased for the adult department of the main library was 27.5 per cent. (exclusive of the duplicate pay collection); for the whole library, including branches and children's rooms, 40 per cent. This includes the constant replacement of standard fiction; about three-fourths of our duplicates and replacements of fiction are of the standard novels, most of which are literature. The actual number of titles of recently published novels purchased was 230. The actual number of volumes now in the three libraries is 39,000; in the adult department of the main library only about 26,000. Excluding duplicates, however, the whole library contains only about 23,000 volumes.

The total circulation of the library and branches was 216,035, an increase of 27,270. This is due to Elmwood Branch, for the main library circulation shows a decrease of over six per cent., and Franklin Branch of five per cent. A moment's calculation shows, however, that while we can boast no increase at the main library, the actual decrease is unimportant. Since the total number of books loaned averages between fourteen and fifteen to each of our active borrowers, and the main library has transferred nearly seven hundred borrowers to Elmwood Branch during the year, it follows that a large proportion of the decrease is not a decrease at all, but a transferred use. Few of the readers so

transferred, however, were counted among active borrowers at the main library, owing to the distance at which they lived.

Other libraries are reporting decreases or but slight increases; the reasons assigned in some cases are local, others credit it to a presidential election year, or to the general prosperity. It has frequently been observed in years past that the public libraries report in times of depressed business conditions big increases which ebb as the tide of prosperity flows in. Our "public," with plenty of money in its pocket, is occupied to a much greater extent with theatre-going, shopping, traveling, and other expensive pursuits, and the time given to the cheap recreation of reading is, in the aggregate, far less.

Yet, while the number of those who read for amusement may fluctuate, the steady student use of our library goes on uninterruptedly, and that this is the case at present is shown by the fact that while the decrease is practically all in the use of fiction, the circulation from other classes is holding its own, and the reference work of the library is slowly but steadily increasing in scope and in depth.

The number of books loaned, as has just been stated, averaged during the year between fourteen and fifteen to each of our active borrowers, and between six and seven to each inhabitant of East Orange.* The circulation also shows an average of between five and six loans for each volume in the library—precisely the same as the record for several years previous to 1912. This proportion of circulation to number of volumes in the library holds its own from year to year, and compares favorably with other public libraries. The proportion of circulation to the number of active borrowers and to the population of the town has increased with each branch established, showing the benefit to the community of a branch system, which tends to equalize the distribution of books.

*The figure for population used in this report is 35,000, slightly larger than that given in the census of 1910.

MAIN LIBRARY

Miss Willigerod reports some interesting changes in the character of books loaned from the adult department of the main library. The use of books on education, business, economics, civics, and public questions included under the general head of sociology, increased fifteen per cent.; so also did books in applied science, technical books of all sorts, domestic economy, etc. The fiction total has fallen nine per cent.; there has been a lessened demand for philosophy, science, history and biography, and a decided decrease in the demand for books in language and literature.

It is interesting to speculate as to the causes of these differences. They are partly due, doubtless, to the increasing interest in public and practical matters, the special interest in public questions aroused during a presidential election year, and also to the fact that the output of new books has shown a larger proportion of these topics; possibly, too, to an increased number of men as users of the library. The lessened use of books in general literature is partly the natural result of increased use of other sorts of books, and partly, no doubt, owing to changed activities in clubs and classes.

In spite of some decrease, the fiction percentage of the adult department of the main library remained in the seventies, exclusive of pay duplicate circulation. The proportion in the total circulation was 72 per cent., (at Elmwood Branch it was not quite 68).

The customary method of reporting fiction percentage in library circulation is a superficial one. If we could obtain figures to show the number of hours spent in reading the books taken from the library, the percentages would undoubtedly be reversed.

Or even if instead of tabulating the number of volumes of fiction and of non-fiction borrowed we should tabulate the number of days those volumes were retained by the borrower, we should be nearer the truth regarding their

comparative use. Unless this point (of time occupied in reading) is borne in mind, the fiction percentage is misleading.

REGISTRATION

The number of new borrowers registered was 2,539, making a total of 22,418 borrowers on our register. The number of active card-holders is 15,294, or nearly 44 per cent. of the population—a gain over last year.

ELMWOOD BRANCH

The most significant and interesting feature of the year's work is the continued growth and marked usefulness of Elmwood Branch, the opening of which was chronicled in last year's report. The neighborhood has followed up its cordial welcome to the little library by making thorough and interested use of it, shown not merely in an average circulation of 132 books a day, but in the reference work required during the year. Situated in a more closely built up district than that about Franklin, its circulation for the year is nearly 50 per cent. greater than that of the older branch. Of the total circulation of the library system, Elmwood must be credited with 18 per cent., against Franklin's 12 per cent. Its total circulation of nearly 40,000 shows a fiction percentage of not quite 68, while Franklin's is 78 and the main library 72.

While the library as a whole loans from 14 to 15 books to each active borrower in the course of a year, Elmwood has loaned 24 to each of its card-holders, (Franklin 13). The main library and Franklin Branch have an average circulation per year of 5 to 6 loans for each volume on the shelves; Elmwood has turned over its stock nine times.

At the main library the children's room circulation was 15 per cent. of the whole; at Franklin it was 25; at Elmwood 40.

NEW DEPARTURES

A story hour once a month has been introduced in both branches this year, and in both has had a large attendance of children.

A departure new with us, although familiar elsewhere, was the beginning of a duplicate pay collection at the main library in November. The head of the lending department, Miss Willigerod, says in her report: "The collection has had a successful beginning. Not a single disapproving comment has been heard, and many have expressed themselves most heartily in its favor. The two cases full with which we started dwindled in a short time to a shelf or two."

Beginning with an expenditure of two hundred dollars for these duplicates, drawn from the treasurer's funds, the collection will in future be self-supporting; five cents a week is charged for each book drawn, with two cents a day fine for overdues. The books are, of course, as in all such collections, additional copies of new books of which there is already a full supply on the regular shelves.

The decision to open the main library for full time, from nine o'clock in the morning to nine at night, instead of closing on alternate evenings at half past six, was made in December to take effect January second. On that first evening (not the usual one for opening), the reading room tables were fairly well filled and as many books were drawn as if it had been a regular opening night. We have now settled down to an average of over 100 an evening, and the change seems fully justified.

The graded reading lists compiled jointly by our own library and the Pratt Institute Free Library of Brooklyn have been widely used. Sample sets have been sent on request to nearly one hundred and fifty applicants, chiefly public libraries, but including also teachers and social workers. We have also sold sets in quantity, to two public school Boards of Education, two state library commissions, and nine public libraries, and we have been obliged to refuse other applications for lack of sufficient supply. This is exclusive of the distribution from the Pratt Institute Free Library.

SCHOOL AND LIBRARY

Miss Willigerod reports "a decided increase in the work done with teachers, especially with those from the

High School." A larger number of teachers than ever before now send notice regularly in advance of the subjects which their classes are to study, giving us time to collect material and hold it for reference. "The use the students have made of these collections has been very encouraging, both to the teachers and to the library."

Copies of the lists of "Supplementary reading suggested for pleasure and profit," compiled for each of the four High School years by the English department, are kept on file for use of the students. A card index, arranged alphabetically by author and title, has also been prepared for quick reference. These lists supplement our own reading lists for the eight grammar grades.

Every boy or girl in high school or college, every woman who has a club paper to write, is hampered if the way to find in books and periodicals the necessary material on any subject is not clearly understood. In the hope of helping our high school pupils to be more efficient in this part of their work, two brief simple talks on the resources and use of the library for study and reference are given each spring to eighth grade pupils in our public schools.

The talks this year were given by Miss Herron and Miss Willigerod. One report says, "The first talk dealt with the book itself, its physical make-up and printing, its classification and place on the shelf. Samples of books in three different stages of binding were shown and the scholars used copies of their text books containing good examples of title page, tables of contents, etc., in following the talk on the printed part of a book." Charts explaining the classification and shelf arrangement of library books were written on the black-board before each talk. "The second talk explained the dictionary catalogue and its use in finding the books on the shelves, and took up the Reference Department, the most important reference works and their use, the use of periodical indexes, books for debaters, etc."

Perhaps the greatest interest shown was at the Colum-

bian school, and the pupils were afterward given a composition to write on "The Biography of the Book."

Miss Herron had an advantage in being very near the Elmwood School, so that the children could come to the Elmwood Branch Library for the talks at a scheduled hour. It was possible to make these talks far more practical and effective at the library than in the class room, since books and catalogue were at hand for illustration of each topic.

A list of books on educational problems likely to appeal to parents as well as to teachers was compiled and printed and copies were distributed at the meeting held at the High School for the purpose of organizing a Home and School League. The books were placed in a special case at the Library, and their circulation showed that the list had been consulted.

OTHER OUTSIDE ACTIVITIES

The New Jersey Conference of Charities and Correction held an exhibition at the Lyceum in connection with its annual meeting in March. The library booth was in charge of the Newark, Orange and East Orange Libraries, each sending exhibits showing ways in which the library can help in social welfare work.

Other outside work carried on by our library consisted in story telling during the summer, at the various playgrounds, by several members of the staff, and in sending six traveling libraries for the use of playground supervisors.

Besides the playground libraries, the usual collections of books were sent to four of the city fire department stations.

At the close of the year, a traveling library was asked for by the Recreation Centre on Main Street of the Munn Avenue Presbyterian Church, and will be continued there as long as desired.

PICTURE COLLECTION

In addition to her work as branch librarian, Miss Herron has undertaken to reorganize the small picture collection at the main library, adding to it material accumulated from

various sources. Over 6,000 prints have already been selected, classified and arranged in folders, and many of them have been mounted. These are filed in vertical filing boxes by subjects and may be borrowed by teachers or by anyone who needs such material.

GIFTS AND LOANS

We have, as always, many kindnesses to acknowledge; from our own readers have come gifts of money, time, flowers, books and magazines. The total number of books given was 1,215, besides nearly 400 pamphlets and many magazines and newspapers. From the local papers, (East Orange *Record,* the Orange *Chronicle,* the Newark *Evening News*), we have had courteous treatment in freely and promptly printing our lists and notices. The *Chronicle* and *Record* are generously sent to our reading rooms free of charge.

Through the inter-library loan, we have been able to borrow over four hundred books and pictures, chiefly from the Newark Public Library. Other libraries which have responded to our request for loans are the Pratt Institute Free Library in Brooklyn, the Drexel Institute Library in Philadelphia, the Columbia University Library and the Orange Free Library.

BOARD OF HEALTH

It may be well to repeat a description of the measures taken to avoid the spread of contagious disease through library books. These regulations are strictly adhered to in every case, and we do not hesitate to say that there is practically no danger of anybody's receiving an infected book.

Reports are regularly received from the Board of Health of all cases of scarlet fever, diphtheria and tuberculosis in East Orange. Residents of a quarantined house are denied the privilege of the library until seven days after the house has been officially disinfected, and any books in their possession, belonging to the library, are removed and disposed of

by the Board of Health, the library bearing all the loss involved.

Books that have been exposed to measles, or to any minor infection, are fumigated at the library.

Where a case of tuberculosis exists, no member of the household may draw a book from the library until the case is released by the Board of Health.

INVENTORY

The result of the inventory this year is a source of great satisfaction, as we found only 174 main library books missing, against nearly 500 in 1911.

More than 100 books missing in previous inventories were found in 1912.

READING ROOM

The library has received regularly 137 magazines, of which 32 were gifts; and 14 newspapers, of which 5 were gifts. Additions to our subscription list for 1913 include the following: *Boys' Life,* (the Boy Scout magazine); *Children's Magazine,* (an English publication); *The Musician; Printing Art.*

REFERENCE DEPARTMENT

One of the most important and effective functions of every library, the use of books at the library for reference purposes, is not represented in our statistical reports. The amount of reference work done increases steadily, and our resources are growing each year. Besides the usual help given to pupils and teachers, and to club members in preparing programs and papers, and the usual compiling of lists on timely subjects, the department has responded to many individual requests, and has given information or furnished material on a great variety of subjects, of which the following may serve as samples:

What amount of lumber, if any, is imported from Australia?

What is the population of the individual towns and cities of Canada?

What was the number of business failures during the panic of 1907?

Statistics of the canning industry in the United States.

Text of the Clayton-Bulwer and of the Hay-Pauncefote treaties.

Effect of diseases like malaria, hookworm, etc., on the economic and sociological development of the race.

Any borrower may request personal notification of books added on any subject in which he is interested. A form is provided at the library to be filled out for such requests, but a postcard will do as well. The use of this privilege is rapidly growing. We have on file for this purpose the following list of subjects:

Accounting
Astronomy
Book-binding, cover designing, etc.
Business organization
Civics
Drawing, painting
Education of young children
Economics
Social science
Employer's liability
History and historical biography
Japan
Paints and painting (trade)
Philosophy
Phonetics
Photography
Modern poetry
Religion
Scientific management, efficiency
Silk industry
Wireless telegraphy

The following important works of reference are among those added to the collection during the past year:

Meyer. Konversations-Lexicon. Ed. 6. 20 vols. (German.)

The Catholic encyclopedia. 14 vols.

The Schaff-Herzog encyclopedia of religious knowledge. New ed. 12 vols.

Monroe. Cyclopedia of education. Vol. III.

The Century dictionary and cyclopedia. New edition, 12 vols.

Minerva Jahrbuch der gelehrten Welt. 1911-12.

Almanach de Gotha. 1912.

Wiener. Anthology of Russia literature. 2 vols.

Industrial directory of New Jersey. 1912.

Thomas. Register of American manufacturers. Ed. 5. 1912.

CHILDREN'S ROOM

Miss Roberta Herron reports that the number of children registered in 1912 was 403, a total which is less than last year's by 161. This decrease she ascribes to the opening of the Elmwood Branch Library. Of the new little readers, 34 were colored children.

The number of books loaned during the year was 23,-351, the average daily circulation was 75, and the largest circulation for one day 165.

Several beautiful new editions were added to the special collection of illustrated books—Kate Greenaway's "Mother Goose;" "Gulliver's Travels," by Swift, and Lamb's Tales from Shakespeare, both illustrated by Arthur Rackham; Miss Mulock's "Little Lame Prince," illustrated by Hope Dunlap; Longfellow's "Hiawatha," illustrated by Frederick Remington; and "Bill the Minder," by W. Heath Robinson.

CATALOGUE DEPARTMENT

The total number of volumes added to the library was 4,322, of which 3,743 were acquired by purchase. As 1,220 volumes were discarded, the net gain to the library was 3,102.

Miss Smith reports that of these additions, 4,060 volumes were catalogued during the year. Pamphlets catalogued numbered 79.

Books catalogued for the main library numbered 2,081; for Franklin Branch, 444; for Elmwood Branch, 1,535; the latter figure is large because it includes part of the stocking up

of a new branch. Elmwood Branch now owns 4,158 books, Franklin 4,995, the main library adult department 26,036, children's room 3,812; the total number of volumes now in the main library is 29,848, in the whole library system, 39,001.

CHANGES IN STAFF

Miss Margaret Barrow received her permanent appointment early in the year, and was continued as assistant at Elmwood Branch. Miss Agnes McClure returned to us after her year of special training at the New York Library School, and Miss Roberta Herron was obliged to ask for a leave of absence of several months. Miss Gladys D. Adams became a member of the staff in August as the result of a special Civil Service examination. Miss Ellen W. Peckham continued as substitute up to the end of the year, when she received her appointment as a permanent member of the staff, to date from January 1, 1913. This appointment and Miss Barrow's were made through the Civil Service Commission, both canditdates being on the eligible list.

Of last year's apprentice class, two have been serving in the New York Public Library, and one has been appointed assistant in the Glen Ridge Public Library.

Your librarian closes her report with an earnest expression of personal gratitude to the Board and to the staff for their consideration and kindness in many ways, and with warm commendation for the faithful, loyal, efficient work done by the staff in the past year.

Respectfully submitted,

LOUISE GRAHAM HINSDALE, *Librarian.*

FRANKLIN BRANCH LIBRARY
REPORT FOR 1912

To the Librarian of the East Orange Public Library:

The total number of books loaned from this branch during the past year was 27,413, a decrease of 1,502. Of these, 6,916 were children's books. The largest circulation for one day was 199; for one month, 2,743.

The registration for the year included 189 adults and 120 children, a total of 309; of whom 48 were transferred from the main library or from Elmwood Branch. The total number of card-holders is 1,950.

During the year 445 books have been added to the collection, of which 143 were children's books. The total number of volumes owned by the branch is 4,995. In addition to these we have several hundred books on long loan from the main library.

The inter-library loan has been freely used. Over 400 requests for books, which could not be supplied by the branch, were answered by the main library, and 20 by the Newark library.

The most popular bulletins and special collections of books were those on the following subjects: Garden and Gardening; Building Your Home; How to make and do things; Boy Scouts; Paul Revere's Ride.

Within the year we received as gifts 148 books; 104 periodicals; a small collection of shells; and flowers supplied daily during the summer.

Late in October a story hour was begun on Saturday mornings, for children from six to ten years of age. The Japanese fairy tales and Greek myths were very well liked. "Stories to tell to children," by Bryant and "How to tell stories to children," furnished other selections. These story hours proved very popular, and will probably be continued once a month during the winter. The only drawback is that we have not space enough to seat the children satisfactorily.

In spite of the decrease in circulation, the branch has not seemed more quiet. There is a steady growth in reference work, which takes time, although it does not show in statistics. It is to be hoped that before very long some arrangement may be made whereby non-residents may have the privilege of becoming members of the library. There have been many requests to that effect; many applicants live very near the branch, but cannot borrow books on account of living beyond the East Orange line.

Respectfully submitted,

CAROLINE PIDERIT, *Branch Librarian.*

ELMWOOD BRANCH LIBRARY
REPORT FOR 1912

To the Librarian of the East Orange Public Library:

The year's work has conclusively proved the need of a branch library in this section. The popularity of the first few months, fully described in the report of 1911, has settled down into steady, serious work.

The branch opened on January 11, 1912. The circulation for the eleven months and eighteen days, or 298 days, was 39,458, an average of 132 a day. The fiction percentage for the branch was 68. The fiction percentage for the children's room alone was 51.

The branch opened with 2,632 volumes of its own and an additional 1,000 volumes borrowed from the main library, many of which have been returned. The branch now has in its own collection 4,158 volumes, of which 1,253 are juvenile.

The number of borrowers registered 893, and 695 have been transferred from the main library, making a total of 1,588 card-holders.

The Elmwood Branch has loaned an average of 24 books to each of its registered borrowers, or if estimated on the basis of the collection of books, it has loaned each book 9 times. The circulation of children's books was 40 per cent. of the entire circulation.

Lists of books and items of interest to this part of town have been published in the local papers, and in the *Elm Leaf,* issued by the Elmwood Presbyterian Church and widely read in the neighborhood. A bulletin board for posting similar material has been placed in the principal drug store in this section, the Clinton Pharmacy, by the kind consent of the proprietor.

The cordial co-operation of the schools in this ward has been one of the most helpful features of our year's work.

A story hour for the children has been held on ten Saturdays during the year, with an average attendance of forty.

The work with the children, as in most branches, is one of the most important duties of the branch librarian. The children's room is filled after school hours and on the three nights that we are open until 9 p. m. Early in the year it was thought advisable to extend the hours of the children's room, on condition of quiet behavior, and to make them uniform with the adult department. At first an experiment, it has now become a permanent arrangement. The number of older boys and girls who appreciate and take advantage of this use of the library as a reading room in the evenings fully justifies the change.

The building plan of this branch library has proved to be a good and practical one, satisfactory in nearly every detail, and most attarctive in general effect.

The results of the year's work have fully equaled our expectations. It is hoped that the work for the coming year will be along the lines of more fully developed work with the children, and an increased advertising of the branch and its ability to meet the varied interests represented in this part of the town.

Respectfully submitted,

SARA HERRON, *Branch Librarian.*

SUMMARY OF BOOK LOANS DURING THE YEAR 1912

Adult Department, Main Library—		
Periodicals and general works	4,479	
Philosophy	1,517	
Religion	1,150	
Sociology	2,409	
Philology	68	
Science	1,238	
Useful arts	2,500	
Fine arts	2,446	
Literature	2,736	
History	2,151	
Travel	2,774	
Biography	2,653	
Fiction	95,450	
Books in French, German, and other languages	1,500	
Total		125,071
Children's room, total		23,241
Total, Main Library circulation		148,312
Franklin Branch, total		27,413
Elmwood Branch, total		39,458
		215,183
Circulation of "traveling library" books in Playground and Fire Department stations		448
Number of volumes read on approval, before purchase, by registered borrowers		404
Total Circulation for 1912		**216,035**

ANALYSIS OF CIRCULATION

	Main Library	Franklin Branch	Elmwood Branch	Total
Largest monthly circulation (Mar.)	12,447	2,743	4,088	21,333
Average monthly circulation.....	12,359	2,284	3,288	17,932
Largest daily circulation (Feb. 24).	1,182	199	281	1,613
Average daily circulation.....	477	88	132	691
Percentage of fiction.....	72.9	78.8	67.9	72.8

COMPARISON WITH PREVIOUS YEARS

Total circulation, 1911.....	188,765
Total circulation, 1912.....	216,035
Increase	27,270
Main Library circulation, 1911.....	158,646
Main Library circulation, 1912.....	148,312
Decrease	10,334
Children's room circulation, 1911.....	23,628
Children's room circulation, 1912.....	23,241
Decrease	387
Franklin Branch circulation, 1911.....	28,915
Franklin Branch circulation, 1912.....	27,413
Decrease	1,502
Days open, 1911.....	309
Days open, 1912.....	311
Average daily circulation, 1911.....	607
Average daily circulation, 1912.....	695
Largest daily circulation in the history of the library—February 24, 1912.....	1,613
Largest monthly circulation in the history of the library—March, 1912	21,333
Lowest fiction percentage in the history of the library—November, 1912	70

CATALOGUE DEPARTMENT

Total number of bound volumes in the library Jan. 1, 1912			35,899
Accessions for the year 1912—			
By purchase	3,743		
By gift	478		
By binding	101		
Total		4,322	
Volumes withdrawn during 1912—			
Taken by the Board of Health			
Lost and paid for			
Lost and not paid for			
Worn out, etc		1,220	
Net gain			3,102
Total number of bound volumes in the library, Jan. 1,' 13			39,001
Total number of books catalogued in 1912			4,060
Total number pamphlets catalogued			79

OTHER STATISTICS

INVENTORY

Main Library	174
Franklin Branch	30
Elmwood Branch	33
Total volumes missing	237
Books found (missing on previous inventories)	112

OVERDUE AND LOST BOOKS

Number for which mail notices were sent		3,804
Cases still unsettled		14
Number of volumes never returned	46	
Books lost and paid for	44	
Books confiscated by the Board of Health in houses quarantined for disease	50	
Total loss for the year		140

BINDING AND REPAIRS

Total number volumes sent to binder, (including 89 volumes periodicals)	3,221
Average cost per volume, nearly 47 cents.	
Books mended or covered, approximately	2,000
Magazines mended or covered, approximately	625
Pamphlets mended or covered, approximately	400

GIFTS

Books	1,215
Pamphlets	392
Magazines	2,019
Newspapers	1,670

LIBRARY
DIVISION
DIVISION

HISTORICAL SUMMARY

Board organized and Carnegie offer made	January, 1900
Opening of the library	January 22, 1903
Opening of the Franklin Branch	August 1, 1909
Opening of the Elmwood Branch	January 11, 1912
Costs of sites	$29,088.94
Cost of buildings, gift of Mr. Carnegie	77,304.10
Cost of books to date	42,046.07
Total number of volumes added by gift and purchase from the opening of the library to Dec. 31, 1912	46,200
Total number of volumes discarded	7,199
Actual number of volumes now in the library	39,001
Number of borrowers registered from the opening of the library to Dec. 31, 1912	22,418
Present number of active borrowers	15,294

Growth of circulation—

1903	total	97,642		
1904	total	115,224	increase	17,582
1905	total	117,294	increase	2,070
1906	total	127,055	increase	9,761
1907	total	135,486	increase	7,717
1908	total	152,334	increase	16,848
1909	total	169,608	increase	17,274
1910	total	188,887	increase	19,279
1911	total	188,765	decrease	122
1912	total	216,035	increase	27,270

LIBRARY
UNIVERSITY OF ILLINOIS
URBANA

THE LIBRARY CORNER AT THE MUNICIPAL EXHIBIT OF THE ORANGES, MAY, 1913.
(EAST ORANGE PUBLIC LIBRARY AND ORANGE FREE LIBRARY.)

ELEVENTH ANNUAL REPORT OF THE BOARD OF TRUSTEES

OF THE

FREE PUBLIC LIBRARY

FOR THE YEAR 1913

EAST ORANGE, NEW JERSEY
1914

FORMER TRUSTEES

F. M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTEN
Appointed May 27, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 21, 1903, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

BOARD OF TRUSTEES

*ALEXANDER KING, Appointed January 22, 1900;
Term expires January, 1914.

EDWARD O. STANLEY, Appointed January 22, 1900;
Term expires January, 1915.

ERNEST C. KLIPSTEIN, Appointed January 1, 1911;
Term expires January, 1916.

JOHN C. KIRTLAND, Appointed January 1, 1912;
Term expires January, 1917.

WILBUR S. JOHNSON, Appointed May 27, 1903;
Term expires January, 1918.

HON. JULIAN A. GREGORY, Mayor, Ex-Officio.

†VERNON L. DAVEY, Superintendent of Schools, Ex-Officio.

EDWIN C. BROOME, Superintendent of Schools, E-Officio.

PRES. OF THE BOARD, EDWARD O. STANLEY.

TREAS. OF THE BOARD, WILBUR S. JOHNSON.

†SEC'Y OF THE BOARD, VERNON L. DAVEY, to June, 1913.

SEC'Y OF THE BOARD, EDWIN C. BROOME, from Sept., 1913.

STANDING COMMITTEES

BUILDING COMMITTEE

ALEXANDER KING — JOHN C. KIRTLAND

BOOK COMMITTEE

EDWARD O. STANLEY

VERNON L. DAVEY (to June, 1913) — EDWIN C. BROOME (from Sept., 1913)

FINANCE COMMITTEE

WILBUR S. JOHNSON — ERNEST C. KLIPSTEIN

AUDIT COMMITTEE

ERNEST C. KLIPSTEIN — JOHN C. KIRTLAND

---

*Died Dec. 3, 1913.
†Resigned.

LIBRARY STAFF

MAIN LIBRARY

LOUISE G. HINSDALE, Librarian
JESSIE G. SMITH, Head of Catalogue Dept. (to March 10); Head of Lending and Reference Depts. (from March 10).
*ALICE WILLIGEROD, Head of Lending and Reference Depts. (to March 10).
HELENA D. APPLETON, Secretary and Head of Order Dept.
AGNES McCLURE, Head of Catalogue Department. (from March 10).

EDITH C. MACARDELL, Children's Librarian (from Sept. 1).
*ROBERTA HERRON, Children's Librarian.

GLADYS D. ADAMS, Catalogue Dept.; office assistant.
SARAH BAYLEY, in charge of book repairs and binding.
SARAH W. CHEDISTER, book repairs; discarding records.
ADELINE T. DAVIDSON, Lending Dept.; in charge of periodicals.
*BIETTA OSTRANDER, Catalogue and Lending Depts.
ELLEN W. PECKHAM, Children's Room and Lending Dept.
ANNETTE M. REYNAUD, Lending Department.
*ENA ROBB, Lending and Reference Departments.
AMIE P. WILDEY, Lending and Order Departments.

Substitutes

Ethel M. Agens,
Attalie Buchner,
Helen D. Jacobus
Elsie F. Rodman

Training Class, 1913-1914

Anna Dormitzer
Margaret G. Homer
Dorothy B. Owen
Dorothy Westcott

EDITH HAMMACHER, Page (part time)
*CLIFFORD GARRISON, Page
FRANK CLARK, Page
EDWARD J. MOORE, Janitor

FRANKLIN BRANCH LIBRARY

CAROLINE PIDERIT, Branch Librarian
*EDWARD MILLER, Page and Assistant Janitor
GEORGE SELSER, Page
JOHN BURKE, Assistant Janitor

ELMWOOD BRANCH LIBRARY

SARA HERRON, Branch Librarian
*MARGARET BARROW, Assistant
LOUIS A. GAMBLE, Page and Assistant Janitor

---

*Resigned.

FINANCIAL STATEMENT FOR 1913

RECEIPTS

Balance of city appropriation, Jan. 1, 1913..		$3.71
City appropriation for 1913.....		19,750.00
Bal. of book fund in hands of trustees, Jan. 1, 1913	1,099.37	
Fines and book reserves, bank interest, etc.	1,670.67	
		2,770.04
		$22,523.75

DISBURSEMENTS

Books	$4,449.21	
Furniture and fixtures.....	136.77	
Periodicals and newspapers.....	592.20	
Rebinding	1,623.09	
Printing, stationery and library supplies....	862.01	
Maintenance of building, grounds and equipment	530.95	
Telephone	118.35	
Light	1,053.84	
Coal	403.48	
Transportation (express, freight, cartage)...	60.35	
Carfare (including branch delivery).....	55.55	
Postage	83.72	
Refunded for books lost and paid for, afterwards found	57.78	
Miscellaneous	81.31	
Salaries; librarian and assistants (including substitutes)	9,114.49	
Salaries; janitor and pages (including substitutes	2,293.35	
Total disbursements for 1913.....		21,516.45
Balance of city appropriation Dec. 31, 1913..		1.25
Balance of book fund in hands of trustees, December 31, 1913.....		1,006.05
		$22,523.75

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

THE MAIN LIBRARY is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day. On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

FRANKLIN BRANCH, cor. Dodd Street and Fulton Avenue.

ELMWOOD BRANCH, cor. Elmwood Ave. and Clinton St.

BRANCH HOURS

2 to 6.30 P. M. Monday, Wednesday, Friday.
2 to 9.00 P. M. Tuesday, Thursday, Saturday.

The branches are closed on Sundays and on all legal holidays.

TELEPHONE

Main Library, 3617. Franklin Branch, 348.
Elmwood Branch, 3395.

ANNUAL REPORT OF THE TRUSTEES AND OF THE LIBRARIAN

REPORT OF THE TRUSTEES

To the Honorable Julian A. Gregory,
Mayor of the City of East Orange:

DEAR SIR:—We present to you herewith the report of the library for the year 1913—the eleventh annual report of the East Orange Free Public Library—as submitted to the Board by the Librarian, Louise G. Hinsdale.

Respectfully submitted,

EDWARD O. STANLEY, *President,*
WILBUR S. JOHNSON, *Treasurer,*
ERNEST C. KLIPSTEIN,
JOHN C. KIRTLAND,
JULIAN A. GREGORY,
EDWIN C. BROOME, *Secretary.*

REPORT OF THE LIBRARIAN FOR THE YEAR 1913

To the Board of Trustees of the East Orange Free Public Library:

GENTLEMEN:—I have the honor to submit to you the eleventh annual report of the library.

This has been a year with little history beyond continued development; the work of the library is more serious in character and broader in scope, and we have reason to believe that it has a stronger hold on the community.

The total circulation for the year was 222,949, an increase of 6,914. The largest proportionate increase was at Franklin Branch, where the circulation was nearly twelve per cent. larger than the year before. The percentage of fiction dropped two points at the Main library (to 71)—and one point for the whole system (to 71.8). The largest monthly circulation in the history of the library was that for January, 1913—21,861. The average was 18,541, the largest average on record for the library system.

Franklin Branch carried 14 per cent. of the total circulation, against 12 per cent. last year; while Elmwood held its own at eighteen per cent. These figures are indicative of encouraging conditions at both branches. While there was a decided advance at the older branch, the newer one has had the gratifying record of permanent work from the start—no decrease the second year because of an influx of novelty seekers at first.

The number of books loaned per capita of population was 5.6. Twelve or thirteen volumes were loaned on an average to each active borrower. At the branches this figure is larger—nineteen to twenty at Franklin, twenty-two at Elmwood. The stock at the main library and at Franklin has been turned over five or six times, at Elmwood eight times.

The number of new borrowers added this year was 2,154. Our total registration for the library system is now

24,574, or 3,000 more than the entire population of East Orange when the library was opened eleven years ago.* Of this full total, about 17,500 are active borrowers, or between 44 and 45 per cent. of the population (now estimated at nearly 40,000.) Franklin Branch added 340 new names, making a total of 2,335, and Elmwood Branch 386, making a total of 2,111.

The need of more space is keenly felt in every department of the library. The present stack accommodates but 18,000 volumes and the Main Library collection is rapidly approaching twice that number. Although we have wall shelving throughout the building in every available space the books have been crowded for the past year, and we see no proper way of caring for another year's accumulation. For the size and character of our circulation we should have a much larger collection, and we are adding largely every year. The floor space in the delivery room is also too contracted, and the reading and reference rooms should be separated. We need a larger and more isolated children's room, and study rooms for our school and other reference work, a periodical stack room, better facilities for routine work of various kinds and a proper rest and lunch room for the staff. Your librarian therefore urges immediate consideration of ways and means of securing an enlargement which will be adequate for the growth of the library for many years to come.

Public libraries everywhere are becoming more closely allied with other social forces in working for better municipal and social conditions, and are setting themselves the task of providing information concerning the activities of communities other than their own. We intend, so far as we can, to meet this responsibility. Near the end of the year we were able to begin in earnest the carrying out of a plan formed in the spring—the collecting and organizing of selected material in the way of pamphlets, reports and clippings giving facts in regard to municipal government and

*Population, as given in the census of 1900, 21,506.

affairs, to social welfare as striven for through many agencies, and to some extent to business topics. A few months' time has shown that this "civic information bureau" was begun none too soon to respond to demands made upon our reference department. A number of letters of announcement and inquiry were recently sent to city officials and officers of various organizations and a few of these have received cordial and helpful replies. Knowing how easily we might make the mistake of attempting too much, we have confined ourselves at first chiefly to the subjects uppermost in our own community, and have now a fair beginning in the way of organized material on vacant lot gardens, the grade crossing problem, infant mortality and hygiene, civil service examinations, milk supply, city planning, garbage disposal, motion pictures, vocational education, and other subjects. We hope to have from time to time charts, bulletins and other information from various sources exhibited at the library. Recently a small collection of books on sewage disposal was borrowed on approval from the Van Nostrand Company, dealers in technical publications, and certain of our city officials who were notified of its presence here made use of the books.

Plans for school work on a larger scale than hitherto were made at the suggestion of the Superintendent of Schools, Dr. Edwin C. Broome, and have been partially carried out, although unavoidably delayed owing to changes in the personnel of the staff. A school branch has just been opened at Columbian School, which is farther than any other public school from the library and from either branch. Our children's librarian goes to Columbian every Thursday afternoon to distribute books. At least one other such school branch (Washington) will be organized. Stockton School is to be provided with classroom libraries, and Ashland has borrowed a collection of books on travel.

Miss Macardell, our children's librarian, has begun this winter her visits to the lower grade classrooms of the different schools, and the result of the first visit was immediately felt in the crowded condition of the children's

room at the main library. The school talks on how to use the library for study were given as usual in the spring. Another year we hope to have many of the eighth grade classes come to the library for these lessons.

The library exhibit arranged and conducted by the free libraries of the Oranges in connection with the Municipal Exhibit held in the Oranges last spring, received interested attention from many visitors. The object of the library exhibit was to show how the public library spends the public funds, and how good an investment, for the average practical citizen, is his few cents a year of library tax. The attendance at our exhibit averaged 98 a day. The charts prepared for this exhibit have since been included, by request, in the American library exhibit sent to Germany as part of the Book and Graphic Arts Exhibition to be held at Leipzig in the summer of 1914.

An exhibit composed chiefly of photographs and prints was shown at the library in connection with the celebration last summer of the fiftieth anniversary of the City of East Orange.

THE LENDING DEPARTMENT

Of the 151,791 books borrowed from the main library, 71.1 per cent. were fiction; a decrease since 1912 of about 2 per cent., or 2,098 volumes. The circulation of every other class, with the exception of science, has increased. Technical books, including those on business, have been in constant demand, as have been those on domestic science and cookery. It has been hard to keep the supply ahead of the demand in books on domestic architecture and interior decoration and furnishing.

Through the inter-library loan system, we have borrowed from other libraries over 300 books and 286 pictures. The greater number of these were obtained through the generosity of the Newark Library, the other volumes being lent by the libraries of Columbia University, Pratt Institute, Drew Theological Seminary and the Public Library of Rye, New York.

CHILDREN'S ROOM

Our children's librarian, Miss Macardell, reports a slight increase in all the activities of the children's room. The number of books borrowed during the year was 25,552, an increase of 2311 over the previous year. The number of registrations was 446, or 43 more than last year.

A story hour has been held once a month for the smaller children. During the summer vacation the library staff assisted the playground supervisors in their story telling, and a traveling library was sent to each playground.

CATALOGUE DEPARTMENT

The total number of volumes added to the library was 4,572, of which 3,976 were acquired by purchase. Of this number, 726 were catalogued for Franklin Branch, 706 for Elmwood. The number of new titles of fiction added to the adult shelves was 286, of sociology 188 and of useful arts 188.

The total number of volumes in the library system at the end of the year was 41,161; 30,762 at the main library, 5,610 at Franklin, 4,789 at Elmwood.

FRANKLIN BRANCH

Miss Piderit reports that the work of the past year has been most encouraging, with a marked increase in circulation and a decided growth in reference work. The evening use of the reading room has also grown. The circulation was 31,093, an increase of 3,680. Of these, 9,944 were children's books. Six hundred requests for books not owned by the branch were filled by loans from the main library and the Newark library.

A story hour was held at irregular intervals, with a good attendance.

ELMWOOD BRANCH

Miss Herron states in her report that "the increase in circulation of books for the year has been small but satisfactory."

The number of books borrowed was 39,611, an increase of 153 over 1912. The small increase is partly due to the fact that the number of books issued to children was limited, owing to special conditions at this branch. The actual increase in the number of books borrowed by adult readers was 1,188.

Seven story hours were held with a total attendance of 409, or an average of 58. The assembly room was used for the story hour, and an occasional neighborhood meeting was held there.

GIFTS

The total number of books received as gifts was 1,799, besides many pamphlets and periodicals. The flowers sent to us during the spring and summer season each year are a source of delight to staff and readers alike. Other gifts of various kinds have been received and acknowledged, and the thoughtfulness which prompted them is sincerely appreciated.

We wish once more to express our thanks to the press of the Oranges and Newark for the courteous response given to our requests for printing. The Orange Chronicle will be greatly missed as a medium of library news.

CHANGES IN STAFF

The staff cannot be too highly commended for the good work accomplished in spite of handicaps. Seven employees resigned during the year, two for reasons of health, most of them to accept better positions elsewhere. The lending department lost an efficient head in Miss Willigerod, and the children's room its librarian, Miss Roberta Herron, who had endeared herself to the small frequenters of the library during several years of service. These and other losses made advisable a re-organization of the staff. Miss Smith was transferred to the head of the lending and reference departments, Miss McClure was placed in charge of the catalogue department, and a general shifting of work in other positions was effected. Civil Service examinations held in the spring

resulted in the appointment of Miss Edith C. Macardell, a graduate of the Library School of the New York Public Library, as children's librarian, and of Miss Ena Robb and Miss Adeline T. Davidson as senior assistants. In the autumn Miss Robb's health broke down and she was obliged to leave for an indefinite period. With so many resignations, and two vacancies unfilled (except by substitutes) owing to inadequate salaries and the restrictions imposed by the Civil Service regulations, the efficiency of the staff as a whole might have been impaired, and great credit is due to those (including our junior substitutes) who have worked loyally, untiringly, and with increasing efficiency, not only maintaining the standard, but actually raising it. The different departments have been admirably managed, but the conduct of the lending department under Miss Smith especially deserves "honorable mention."

Three members of our last year's training class have served efficiently as substitutes during the year, and one has joined the staff of the New York Public Library.

BOARD OF TRUSTEES

During the year occurred the deaths of two former members of the Board and of one active member; the latter, Mr. Alexander King, having nearly completed the last term of service to which he had been appointed. Mr. Frederick M. Shepard and Colonel Sterling had each served as President of the Board for three years, and all three had been numbered not only among the first, but also among the most active and interested members of the Board.

The librarian wishes here to express her appreciation of the support and confidence, as well as of the kindness shown by the Board during the year.

Respectfully submitted,

LOUISE GRAHAM HINSDALE,

Llbrarian.

SUMMARY OF BOOK LOANS DURING THE YEAR 1913

Adult Department, Main Library—		
Periodicals and general works	4,531	
Philosophy	1,681	
Religion	1,211	
Sociology	2,692	
Philology	106	
Science	1,216	
Useful arts	3,163	
Fine arts	2,895	
Literature	5,283	
History	2,461	
Travel	3,341	
Biography	2,671	
Fiction	93,352	
Books in French, German and other languages	1,636	
Total		126,339
Children's Room, total		25,552
Total, Main Library circulation		151,791
Franklin Branch, total		31,093
Elmwood Branch, total		39,611
Circulation of "traveling library" books in Playground and Fire Department stations		454
Total circulation for 1913		222,949

ANALYSIS OF CIRCULATION

	Main Library	Franklin Branch	Elmwood Branch	Total
Largest monthly circulation (Jan.)	14,995	2,812	4,054	21,861
Average monthly circulation.....	12,649	2,591	3,300	18,541
Largest daily circulation (Jan. 24)	1,134	201	278	1,533
Average daily circulation.....	492	100	128	722
Percentage of fiction.....	71.1	73.6	.69	71.8

COMPARISON WITH PREVIOUS YEARS

Total circulation, 1912.....	216,035	
Total circulation, 1913.....	222,949	
Increase		6,914
Main Library circulation, 1912.....	148,312	
Main Library circulation, 1913.....	151,791	
Increase		3,479
Children's Room circulation, 1912.....	23,241	
Children's Room circulation, 1913.....	25,552	
Increase		2,311
Franklin Branch circulation, 1912.....	27,413	
Franklin Branch circulation, 1913.....	31,093	
Increase		3,680
Elmwood Branch circulation, 1912.....	39,458	
Elmwood Branch circulation, 1913.....	39,611	
Increase		153
Days open, 1912.....		311
Days open, 1913.....		309
Average daily circulation, 1912.....		695
Average daily circulation, 1913.....		720
Largest monthly circulation in the history of the library, January, 1913.....		21,861
Lowest fiction percentage in the history of the library —November, 1913		66.9

CATALOGUE DEPARTMENT

Total number of bound volumes in the library, January 1, 1913			39,001
Accessions for the year 1913—			
By purchase	3,976		
By gift	300		
By binding	296		
Total		4,572	
Volumes withdrawn during 1913—			
Taken by the Board of Health	141		
Lost and paid for	34		
Lost and not paid for	53		
Worn out	2,184		
		2,412	
Net gain			2,160
Total number of bound volumes in the library, January 1, 1914			41,161
Total number of books catalogued in 1913			4,243
Total number of pamphlets catalogued			232

OTHER STATISTICS

INVENTORY

Main Library		174
Franklin Branch		30
Elmwood Branch		33
Total volumes missing		237
Books found (missing on previous inventories)		50

OVERDUE AND LOST BOOKS

Number for which mail notices were sent		5,051
Cases still unsettled		15
Number of volumes never returned	53	
Books lost and paid for	34	
Books confiscated by the Board of Health in houses quarantined for disease	141	
Total loss for the year		228

BINDING AND REPAIRS

Total number of volumes sent to binder	3,010
Average cost per volume (including 387 periodicals) about	.54
Books mended or covered, approximately	2,556
Magazines and pamphlets mended or covered, approximately	1,150

GIFTS

Books	1,799
Pamphlets	908
Magazines	4,281
Newspapers	3,021

HISTORICAL SUMMARY

Board organized and Carnegie offer made	January, 1900
Opening of the library	January 22, 1903
Opening of the Franklin Branch	August 1, 1909
Opening of the Elmwood Branch	January 11, 1912
Cost of sites	$29,088.94
Cost of buildings, gift of Mr. Carnegie	$77,304.10
Cost of books to date	$46,495.28
Total number of volumes added by gift and purchase from the opening of the library to Dec. 31, 1913	50,772
Total number of volumes discarded	9,611
Actual number of volumes now in the library	41,161
Number of borrowers registered from the opening of the library to Dec. 31, 1913	24,574
Present number of active borrowers	17,500

Growth of circulation—

1903	total	97,642		
1904	total	115,224	increase	17,582
1905	total	117,294	increase	2,070
1906	total	127,055	increase	9,761
1907	total	135,486	increase	7,717
1908	total	152,334	increase	16,848
1909	total	169,608	increase	17,274
1910	total	188,867	increase	19,279
1911	total	188,765	decrease	122
1912	total	216,035	increase	27,270
1913	total	222,949	increase	6,914

TWELFTH ANNUAL REPORT OF THE BOARD OF TRUSTEES

OF THE

FREE PUBLIC LIBRARY

FOR THE YEAR 1914

EAST ORANGE, NEW JERSEY
1915

FORMER TRUSTEES

FREDERICK M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

FRANK S. TISDALE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTEN
Appointed May 25, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 9, 1905, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

ALEXANDER KING
Appointed January 22, 1900, died December 5, 1913

BOARD OF TRUSTEES

EDWARD O. STANLEY, Appointed January 22, 1900;
Term expires January, 1920.

ERNEST C. KLIPSTEIN, Appointed January 23, 1911;
Term expires January, 1916.

JOHN C. KIRTLAND, Appointed January 1, 1912;
Term expires January, 1917.

WILBUR S. JOHNSON, Appointed May 25, 1903;
Term expires January, 1918.

EDWARD W. ASHLEY, Appointed January 1, 1914;
Term expires January, 1919.

HON. JULIAN A. GREGORY, Mayor, Ex-Officio.

EDWIN C. BROOME, Superintendent of Schools, Ex-Officio.

PRESIDENT OF THE BOARD, EDWARD O. STANLEY.

TREASURER OF THE BOARD, WILBUR S. JOHNSON.

SECRETARY OF THE BOARD, EDWIN C. BROOME.

STANDING COMMITTEES

BUILDING COMMITTEE

JOHN C. KIRTLAND — EDWARD W. ASHLEY

BOOK COMMITTEE

EDWARD O. STANLEY — EDWIN C. BROOME

FINANCE COMMITTEE

WILBUR S. JOHNSON — ERNEST C. KLIPSTEIN

AUDIT COMMITTEE

ERNEST C. KLIPSTEIN — JOHN C. KIRTLAND

LIBRARY STAFF

MAIN LIBRARY

LOUISE G. HINSDALE, Librarian
JESSIE G. SMITH, Head of Lending Department.
ALYS M. GORDON, Head of Reference Dept. (from Sept. 15).
HELENA D. APPLETON, Secretary, and Acting Head of Catalogue Department (from June 1).
*AGNES McCLURE, Head of Catalogue Dept. (to May 1).
EDITH C. MACARDELL, Children's Librarian.
*GLADYS D. ADAMS, Office Assistant.
ETHEL M. AGENS, Junior Assistant, appointed July 1.
*SARAH BAYLEY, in charge of book repairs and binding (to May 1).
ATTALIE BUCHNER, Junior Assistant, appointed July 1.
SARAH W. CHEDISTER, in charge of book repairs and binding (from May 1).
ADELINE T. DAVIDSON, in charge of deposit stations.
F. LURENA MULFORD, Stenographer and Office Assistant (from July 1).
ELLEN W. PECKHAM, Children's Room and Franklin Branch Assistant.
*ANNETTE M. REYNAUD, Lending Dept. (to September 1).
CONSTANCE C. ROOSEVELT, Junior Assistant, appointed October 1.
AMY P. WILDEY, in charge of Order Department.

Substitutes

Margaret G. Homer
Helen D. Jacobus
(Elmwood Branch Ass't)
Dorothy B. Owen
H. Dorothy Westcott
Marjorie E. Peel

Training Class, 1914-1915

Charlotte Jenkins
Anna Weibezahl

EDITH HAMMACHER Page (part time)
MARY McGRATH, Page
FRANK CLARK, Page
CARLISLE SHANNON, Messenger (part time)
EDWARD J. MOORE, Janitor

FRANKLIN BRANCH LIBRARY

*CAROLINE PIDERIT, Librarian (to Sept. 1)
ALICE M. EMMONS, Librarian (from Sept. 8)
GEORGE SELSER, Page (part time)
JOHN BURKE, Janitor's Assistant (part time)

ELMWOOD BRANCH LIBRARY

SARA HERRON, Librarian
LOUIS A. GAMBLE, Page and Janitor's Assistant

*Resigned.

FINANCIAL STATEMENT FOR 1914

RECEIPTS

Balance of city appropriation, Jan. 1, 1914..		$1.25
City appropriation for 1914.....		20,500.00
Balance of book fund in hands of trustees, January 1, 1914.....	1,006.05	
Fines and book reserves, bank interest, etc.	1,746.68	
		2,752.73
		$23,253.98

DISBURSEMENTS

Books	$3,363.70	
Furniture and fixtures.....	128.51	
Periodicals and newspapers.....	593.37	
Rebinding	1,476.21	
Printing, stationery and library supplies....	1,036.50	
Maintenance of building, grounds and equipment	755.01	
Insurance	140.00	
Telephone	115.28	
Light	1,218.16	
Coal	384.85	
Transportation (express, freight, cartage)..	95.45	
Carfare (including branch delivery).....	65.10	
Postage	103.25	
Refunded for books lost and paid for, afterwards found	7.57	
Miscellaneous	89.29	
Salaries: librarian and assistants (including substitutes)	10,754.11	
Salaries: janitor service.....	1,664.20	
Total disbursements for 1914.....		21,990.56
Balance of city appropriation, Dec. 31, 1914		2.13
Balance of book fund in hands of trustees, December 31, 1914.....		1,261.29
		$23,253.98

CARNEGIE BUILDING FUND

Receipts from Carnegie Corporation for addition to Main Library Building, December 31, 1914.....		$11,400.00
Disbursements to December 31, 1914.....	$11,343.00	
Balance of Carnegie fund in hands of trustees, December 31, 1914.....	57.00	
		$11,400.00

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

THE MAIN LIBRARY is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day. On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

BRANCHES

FRANKLIN BRANCH, cor. Dodd Street and Fulton Avenue.

ELMWOOD BRANCH, cor. Elmwood Ave. and Clinton St.
2 to 6.30 P. M. Monday, Wednesday, Friday.
2 to 9.00 P. M. Tuesday, Thursday, Saturday.

The branches are closed on Sundays and all legal holidays.

DEPOSIT STATIONS

Ampere—Roche & Stone, 67 Fourth Avenue.
3 to 5.30 P. M. Monday and Thursday.
7.30 to 9 P. M. Thursday.

Brick Church—Hearthside Tea Room, Main and Halsted Sts.
10 A. M. to 1 P. M. Tuesday and Friday.

Columbian—Columbian School, Grove St. and Springdale Ave.
3 to 5 P. M. Tuesday (for adults).

Seabury & Johnson Laboratories, 11 A. M. to 12 M. Saturday (for operatives).

SCHOOL STATIONS

Washington School, Sanford Street.

Columbian School, Grove Street and Springdale Avenue.
Hours of opening arranged at the convenience of schools.

TELEPHONE

Main Library, 3617 Franklin Branch, 348
Elmwood Branch, 3395

ANNUAL REPORT OF THE TRUSTEES AND OF THE LIBRARIAN

REPORT OF THE TRUSTEES

To the Honorable Worrall F. Mountain,
Mayor of the City of East Orange:

DEAR SIR:—We present to you herewith the report of the library for the year 1914—the twelfth annual report of the East Orange Free Public Library—as submitted to the Board by the Librarian, Louise G. Hinsdale.

Respectfully submitted,

EDWARD O. STANLEY, *President,*
WILBUR S. JOHNSON, *Treasurer,*
ERNEST C. KLIPSTEIN,
JOHN C. KIRKLAND,
EDWARD W. ASHLEY,
JULIAN A. GREGORY,
EDWIN C. BROOME, *Secretary.*

REPORT OF THE LIBRARIAN FOR THE YEAR 1914

To the Board of Trustees of the East Orange Free Public Library:

GENTLEMEN:—I have the honor to submit to you the twelfth annual report of the library; the fifth prepared by the present librarian.

FIVE YEARS' GROWTH

The development of the work in the past five years has been in accordance with the purpose suggested in the report for 1910—bending our energies to the improvement of our service and the development of our resources and activities, rather than to the increase of the main library circulation, already large in proportion to the population. While the population has increased about twenty-one per cent. (from 34,371 in 1910 to 41,728 in 1914), and the library circulation has stepped a little ahead with twenty-two and five-tenths per cent. (from 188,867 to 231,516) the number of active borrowers has grown about forty-eight per cent: The increase in tax valuation has brought with it increasing appropriations. The liberality of the East Orange City Council in granting a proportion of the discretionary appropriation, in addition to the annual sum made mandatory by the library law of New Jersey,* has enabled the library to strengthen its staff of assistants, as well as its stock of books, and to bring the library privileges more nearly within reach of all taxpayers alike. From a central library with a single branch five years ago the library's activities have grown to include two branches in Carnegie buildings, two neighborhood deposit stations, one factory station, and two school stations, one of which includes privileges for adult readers. Of the total circulation for the year 1914 (231,516), the branches contributed 74,509, or nearly one-third of the

*The law of 1905 makes mandatory the appropriation by the governing body of a municipality of one-third of a mill on every dollar of tax valuation; one-sixth of a mill in addition is discretionary with the governing body.

whole, and the other extension work 10,852, or nearly five per cent. of the whole.

The reference work of library and branches shows a notable development both in volume and in character. The "information bureau" use is better understood each year, and while the little Civics Room collection begun last year has perforce remained since spring almost at a standstill it has been frequently consulted.

Each year has brought the public schools and public library closer together. Mutual help and understanding are on a surer footing; and school branches and some assistance in social centre work have been undertaken. Since the operation of a recent act of the state legislature, school libraries throughout the state have been placed under the control of the State Library Commission, and will in many cases be administered by the local public libraries, the local Boards of Education sharing the expense. Our own school system is among the first to adopt the new plan.

ENLARGEMENT OF THE MAIN LIBRARY

The past year has been one of beginnings. In the spring application was made to the Carnegie Corporation for funds to enlarge the main library building. This resulted in the very generous gift of $40,000 from the Corporation. Mr. Hobart A. Walker was selected as the architect; plans were prepared during the summer, and in October the work of construction was begun. The additional space, so greatly needed in almost every department, will undoubtedly result in better service and increased efficiency, with greater comfort and convenience to users of the library. A new reading room, new children's room, stack-room trebled in size, increased reference and study room facilities, new offices and workrooms, are among the improvements. We hope that the completed building will be ready for use in May.

SCHOOL AND DEPOSIT STATIONS

Another significant forward step in our service to the town was the opening of deposit and school stations. School stations were opened in the two schools farthest from library and branches—Columbian School early in the year, Wash-

ington School in the spring. The Columbian school station is also used as a neighborhood deposit station and this feature of its work is to be extended during the current school year in connection with "social centre" plans carried out by the school. The children's librarian, Miss Macardell, has charge of these school stations, which are open once a week for two hours. Their total circulation was 4,647. At Columbian the average number of books borrowed in an afternoon was 131.

Miss Davidson, who has charge of deposit stations, in her report says:

"Since June 1914 three deposit stations have been opened in order to facilitate the use of the library among borrowers in the more distant parts of the town. These are open once or twice a week for several hours, administered by a library assistant, and books may be borrowed or returned during that time.

"The deposit station in the Ampere section made a very auspicious beginning in Mr. Spannhake's real estate office on Fourth Avenue, early in June. During the first month 587 books were circulated and 43 new borrowers, adults and children, registered. Since then its growth has been steady and highly satisfactory. In seven months there have been 152 registrations. In the 58 days the station has been open 4,905 books have been borrowed, giving an average daily circulation of 84 books. The station now has 472 books on its shelves and in circulation. Messenger service between the station and the main library has resulted in the delivery to the station of 281 books requested by Ampere borrowers, while 1,156 Main Library books have been left at the station by borrowers to be returned to the Main Library. The station is now located in Roche and Stone's dry goods store, Fourth Avenue and Eighteenth Street.

"The second deposit station was started in Heineman's Pharmacy, corner of Main and Washington Streets, on June 2nd, with the idea of its being of use chiefly to business people in the Brick Church section. In the seven months of its existence it has been open 61 days (two days a week) and

has circulated 943 books. Nearly three hundred books have been brought from the main library for the use of borrowers. It is, however, as a convenient place for Main Library borrowers to return books that the station has been of the most use, 795 books having been left there instead of being returned to the Main Library. The station is now housed in the Hearthside Tea Room, corner of Main and Halsted Streets.

"As a fitting close to the year's work, on the 31st of December a deposit station was opened, with the cordial consent and help of the manager, in the Seabury and Johnson laboratories, Glenwood Avenue, for the use of the employees. Evidence of interest was shown in the fact that sixty books were borrowed and that more than sixty employees visited the station in the three-quarters of an hour it was open."

BOOKS ADDED TO THE LIBRARY

The total number of volumes added to the library during 1914 was 4,412; of these 1,475 were new titles, the balance duplicates. Of this number 533 were catalogued for Franklin Branch; 494 for Elmwood Branch.

Of the new titles for the adult shelves 271 were fiction, 243 sociology. Volumes added to the reference collection numbered 136.

The total number of volumes in the whole library system at the end of the year was 44,269; 33,169 at the Main Library, 5,952 at Franklin Branch, and 5,148 at Elmwood Branch.

REGISTRATION

The number of new borrowers registered in 1914 was 2,403, (249 more than in 1913). Of these, 1,543 names were entered at the Main Library, 287 at Franklin and 373 at Elmwood, the balance at deposit stations. The total registration now numbers 26,977, with an estimated active membership of about 19,000. Re-registration will soon be necessary, and this arduous task will be accomplished this year if possible.

CIRCULATION FOR 1914

The total circulation for the year, 231,516, is an increase of four per cent. over the circulation of 1913. Of this total Franklin Branch has carried 14.2 per cent. and Elmwood Branch 17.8 per cent. Both branches show increases. The children's room at the Main Library reports an increase of over 24 per cent., with a circulation of 31,807—more than Franklin's total a year ago. The Main Library adult circulation was larger in every class except fiction and travel. The large decrease in fiction (14.7 per cent.) brought down the total Main Library circulation to a figure less than last year (a decrease of 3.8 per cent.). How far the lessened demand for fiction is due to the "movies" or to the European war it is impossible to tell. A number of libraries report a similar experience this year. The school and deposit station circulation was 10,720. "Traveling library" circulation brings this figure up to 10,852, our total for extension work.

SOME INTERESTING FACTS

The following facts concerning the circulation are of interest:

The number of books lent per registered borrower was between 8 and 9; per active borrower 12, or one book a month—at Elmwood Branch this proportion is 18—at Franklin 13.

The number of books lent per capita of population shows the same proportion from year to year—between 5 and 6. This year it has crept up a little nearer 6.

The average circulation per volume of books on the shelves is between 5 and 6 at the Main Library and at Franklin; nearly 8 at Elmwood.

Our active borrowers represent about 47 per cent. (registered borrowers 67.4 per cent.) of the population of East Orange—last year it was 45 per cent. The total number of borrowers has doubled since 1907. It is now larger than was the whole population in 1906; greater by 5,471 than the population of 1900.

The number of books lent was something like 20,000 per desk assistant during the year. This represents a fair

average judging from examination of a number of other library reports.

The cost to the city per volume of circulation was 8 cents. This too is a fair average.

It should always be remembered that these figures, while based on circulation statistics, represent not merely the circulation of books, but an immense amount of reference work of which we can record no statistics.

For the small tax of less than a cent a week per capita, each adult inhabitant of the town has the free use of a library of over 44,000 volumes, and of a reading room containing over 150 magazines, journals and newspapers, with a free information bureau service for business men and public officials as well as for the average citizen, man or woman.

"PAY DUPLICATE" MAGAZINES

The constant requests for current numbers of magazines for circulation suggested the idea of including additional copies of a number of them in the pay duplicate collection. We began with seven of the higher priced magazines, charging five cents a week, as for "seven-day" books. The experiment has been satisfactory and the cost has been covered by the circulation charges.

PICTURE COLLECTION

The circulation of prints exceeded last year's by 1,000, due to the growth of our collection and to the extensive use of pictures in connection with the new geography course in the schools. We also borrowed nearly 500 pictures from our generous neighbor, the Newark Public Library. The collection grows daily, and in time we hope to draw upon Newark only for unusual demands.

LOANS AND GIFTS

Besides pictures, we have borrowed books from the Newark Public Library to the number of 278, five each from the Brooklyn Public Library and from the Pratt Institute Free Library, and one each from the Columbia University Library, the Boston Public Library and the Library of Con-

gress. We greatly appreciate the privilege of these inter-library loans.

Gifts of books, pamphlets, periodicals, flowers and other things have been received in the usual generous quantity and we repeat here our cordial thanks to the givers. Acknowledgment is also made to the publishers of the local newspapers for sending us their papers regularly free of charge and for printing library lists and news.

THE STAFF

There have been several changes in the staff this year. Two of its members who had been long in the service of the library resigned—Miss Bayley and Miss Piderit—the latter to be married. Miss McClure was obliged for personal reasons to resign from the catalogue department. The position of head cataloguer, still vacant, is temporarily filled with ability by Miss Appleton, the library secretary. An experienced reference librarian has been secured for the Main Library in Miss Alys M. Gordon, for several years in charge of reference work at the Bedford Branch of the Brooklyn Public Library. The new librarian of the Franklin Branch is Miss Alice M. Emmons, a graduate of the Wisconsin Library School, with previous library experience.

The filling of the vacancies in our first assistant grade was left in our hands by the Civil Service Commission after the examination called by the Commission failed to produce an eligible list.

It gives me great satisfaction to commend the work of the staff (including janitors and pages), and the spirit in which the discomforts and inconveniences incident to the present building operations have been borne. I thank the members of the Board for their kindness and courtesy and for aiding and upholding librarian and staff in the congenial task of administering the affairs of the library.

Respectfully submitted,

LOUISE GRAHAM HINSDALE,
Librarian.

SUMMARY OF BOOK LOANS DURING THE YEAR 1914

Main Library, Adult Department—			
Periodicals and general works	4,670		
Philosophy	1,718		
Religion	1,375		
Sociology	2,857		
Philology	143		
Science	1,355		
Useful arts	3,314		
Fine arts	3,067		
Literature	5,389		
History	2,721		
Travel	3,009		
Biography	2,530		
Fiction	81,236		
Books in foreign languages	1,463		
Total		114,847	
Children's Room, total		31,308	
Total Main Library circulation			146,155
Franklin Branch, total			33,044
Elmwood Branch, total			41,155
Deposit and school stations, etc.—			
Ampere	4,905		
Brick Church	943		
Seabury & Johnson	60		
Total deposit stations		5,908	
Columbian	3,936		
Washington	876		
Total school stations		4,812	
Traveling libraries in Fire Department stations, etc		442	
Total deposit and school stations, etc.			10,852
TOTAL CIRCULATION FOR 1914			231,516

ANALYSIS OF CIRCULATION

	Main	Franklin	Elmwood	Stations	Total
Largest monthly circulation	13,142	2,937	3,997	1,764	21,836
Average monthly circulation	12,180	2,754	3,428	904	19,267
Largest daily circulation...	916	236	303	181	1,419
Average daily circulation...	482	109	136	72	799
Average percentage fiction.	67.1	74.8	67.8	69.3	68.4

Lowest fiction percentage in the history of the library, November, 1914, 64.6.

OTHER STATISTICS

INVENTORY

Main Library	299	
Franklin Branch	23	
Elmwood Branch	35	
Total volumes missing		357
Volumes found, missing on previous inventories		61

OVERDUE AND LOST BOOKS

Number for which mail notices were sent		4,655
Cases still unsettled		10
Number of volumes never returned	58	
Books lost and paid for	42	
Books confiscated by the Board of Health in houses quarantined for contagious diseases	85	
Total loss for the year		185

BINDING AND REPAIRS

Books mended or covered	1,354
Magazines and pamphlets covered	1,063
Total number volumes sent to binder	3,031
Average cost per volume	.48

CATALOGUE DEPARTMENT

Total number of bound volumes in the library, January 1, 1914 (accessions)			41,161
Accessions for the year 1914—			
By purchase	3,764		
By gift	374		
By binding	274		
Total		4,412	
Volumes withdrawn during 1914—			
Taken by the Board of Health	85		
Lost and paid for	42		
Lost and not paid for	47		
Worn out	1,130		
Total		1,304	
Net gain			3,108
Total number of volumes accessioned		55,184	
Total number of volumes discarded		10,915	
Net accessions			44,269
Number of pamphlets catalogued in 1914			169
Total number of catalogued pamphlets in the Library January 1, 1915			903
Number of books catalogued in 1914			4,391
Total number of catalogued volumes in the Library, January 1, 1915			42,282

GIFTS

Number of bound volumes	1,220
Number of pamphlets	706
Number of periodicals	2,237
Number of newspapers	2,322

HISTORICAL SUMMARY

Board organized and Carnegie offer made	January, 1900
Opening of the library	January 22, 1903
Opening of the Franklin Branch	August 1, 1909
Opening of the Elmwood Branch	January 11, 1912
Cost of sites	$29,088.94
Cost of buildings, gift of Mr. Carnegie	$77,304.10
Cost of books to date	49,858.98
Total number of volumes added by gift and purchase from the opening of the library to Dec. 31, 1914	55,184
Total number of volumes discarded	10,915
Actual number of volumes now in the library (accessioned)	44,269
Actual number of volumes now in the library(catalogued)	42,282
Number of borrowers registered from the opening of the library to December 31, 1914	26,977
Present number of active borrowers (estimate)	19,000

Growth of circulation—

1903	total	97,642		
1904	total	115,224	increase	17,582
1905	total	117,294	increase	2,070
1906	total	127,055	increase	9,761
1907	total	135,486	increase	7,717
1908	total	152,334	increase	16,848
1909	total	169,608	increase	17,274
1910	total	188,867	increase	19,279
1911	total	188,765	decrease	122
1912	total	216,035	increase	27,270
1913	total	222,949	increase	6,914
1914	total	231,516	increase	8,567

STATISTICAL REPORT

According to the standard form suggested by the A. L. A. Committee on Library Administration

Annual report for year ended December 31, 1914.
Population served (estimate)..... 41,728
Terms of use—Free for lending.
Free for reference.
Total number of agencies (traveling libraries not included) 9
Consisting of—Central library
Branches—2 (in separate buildings.)
Stations—2 school; 4 deposit (1 school, 1 factory, 2 in stores).
Number of days open during year (Central library)..... 303
Hours open each week for lending (Central library)..... 72
Hours open each week for reading (Central library)..... 72

Totals for Main Library and Branches

	Adult	Juvenile	Total
Number of volumes at beginning of year	32,403	6,792	39,195
Number of volumes added during year by purchase..... Number of volumes added during year by gift or exchange..... Number of volumes added during year by binding material not otherwise counted	3,111	1,280	4,391
Number of volumes lost or withdrawn during year	....	....	1,304
Total number at end of year.....	....	....	42,282
Number of pamphlets at beginning of year (catalogued)	....	....	734
Number of pamphlets added during year	....	....	169
Number of pamphlets withdrawn during year	....	....	....
Total number of pamphlets at end of year (catalogued)	....	....	903
Other additions (maps, manuscripts, etc.)	Not fully recorded		
Number of volumes of fiction lent for home use	129,743	31,083	160,826
Total number of volumes lent for home use	169,200	62,308	231,516
Number of volumes sent to agencies....	1,770	870	2,640
Number of prints lent for home use.....			1,720
Number of music rolls lent for home use.....			....
Other circulation (sheet music, clippings, etc.)	Record not kept		
Number of borrowers registered during year.....			2,403
Total number of registered borrowers.....			26,977
Total number active borrowers.....			19,000

*Registration period.

Number of newspapers and periodicals currently received (including branches) 236
Number of persons using library for reading and study .....Record not kept

For report of finances, see Financial Statement for 1914, page 5 of this report. The duplicate pay collection forms a separate account.

*No date of expiration used at present. Period to be three years after re-registration.

THIRTEENTH ANNUAL REPORT OF THE BOARD OF TRUSTEES

OF THE

FREE PUBLIC LIBRARY

FOR THE YEAR 1915

EAST ORANGE, NEW JERSEY
1916

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

THE MAIN LIBRARY is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day. On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

BRANCHES

FRANKLIN BRANCH, cor. Dodd Street and Fulton Avenue.

ELMWOOD BRANCH, cor. Elmwood Ave. and Clinton St.
2 to 6 P. M. Monday, Wednesday, Friday.
2 to 9 P. M. Tuesday, Thursday, Saturday.

The branches are closed on Sundays and all legal holidays.

DEPOSIT STATIONS

*AMPERE—Roche & Stone, 67 Fourth Avenue.
3 to 5.30 P. M. } Monday and Thursday.
7 to 8.30 P. M. }

COLUMBIAN—Columbian School, Grove Street and Springdale Avenue. 3 to 5 P. M. Tuesday (for adults).

SEABURY & JOHNSON LABORATORIES—11 A. M. to 12 M. Saturday (for operatives).

SCHOOL STATIONS

WASHINGTON SCHOOL—Sanford Street.

COLUMBIAN SCHOOL—Grove St. and Springdale Ave.
Hours of opening arranged at the convenience of school.

TELEPHONE

Main Library, 3617. Franklin Branch, 348.
Elmwood Branch, 3395.

*Now Ampere Branch, 215 North Eighteenth Street. Telephone, 6636.

BOARD OF TRUSTEES

EDWARD O. STANLEY, Appointed January 22, 1900;
Re-appointed January, 1915; Term expires January, 1920.
*ERNEST C. KLIPSTEIN, Appointed January 1, 1911;
Term expires January, 1916.
JOHN C. KIRTLAND, Appointed January 1, 1912;
Term expires January, 1917.
WILBUR S. JOHNSON, Appointed May 25, 1903;
Term expires January, 1918.
EDWARD W. ASHLEY, Appointed January 1, 1914;
Term expires January, 1919.
HON. WORRALL F. MOUNTAIN, Mayor, Ex-Officio.
EDWIN C. BROOME, Superintendent of Schools, Ex-Officio.
PRESIDENT OF THE BOARD, EDWARD O. STANLEY.
TREASURER OF THE BOARD, WILBUR S. JOHNSON.
SECRETARY OF THE BOARD, EDWIN C. BROOME.

STANDING COMMITTEES

BUILDING COMMITTEE

JOHN C. KIRTLAND — EDWARD W. ASHLEY

BOOK COMMITTEE

EDWARD O. STANLEY — EDWIN C. BROOME

FINANCE COMMITTEE

WILBUR S. JOHNSON — ERNEST C. KLIPSTEIN

AUDIT COMMITTEE

ERNEST C. KLIPSTEIN — JOHN C. KIRTLAND

---

*GEORGE W. KING, Appointed January 1, 1916 (to succeed Mr. Klipstein). Term expires January, 1921.

FORMER TRUSTEES

FREDERICK M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

FRANK S. TISDALE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTEN
Appointed May 25, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 9, 1905, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

ALEXANDER KING
Appointed January 22, 1900, died December 5, 1913

LIBRARY STAFF

MAIN LIBRARY

LOUISE G. HINSDALE, Librarian

*ETHEL M. AGENS, Junior Assistant (to July 1).
HELENA D. APPLETON, Secretary and Librarian's Assistant.
ATTALIE BUCHNER, Junior Assistant.
*SARAH W. CHEDISTER, in charge of book repairs (to April 1).
ADELINE T. DAVIDSON, Senior Assistant; in charge of deposit stations.
DOROTHEA B. FINE, appointed January 20; in charge of book repairs from April 1.
ALYS M. GORDON, Head of Reference Department.
HELEN L. JOHNSTON, appointed January 18; head of Catalogue Department from June 1.
EDITH C. MACARDELL, Children's Librarian.
F. LURENA MULFORD, Stenographer and Office Assistant.
*ELLEN W. PECKHAM, Junior Assistant (to October 1).
ANNETTE M. REYNAUD, Senior Assistant (from July 1).
CONSTANCE C. ROOSEVELT, Junior Assistant.
JESSIE G. SMITH, Head of Lending Department.
AMY P. WILDEY, Senior Assistant.

Frank Clark, Page (to July 1).
Jennie Cowen, Page (from November 15).
Edith Hammacher, Page (part time).
Sadie Livingston, Page (from June 1).
Mary McGrath, Page.
Edward J. Moore, Janitor.
John Burke, Janitor's Assistant.

Substitute Assistants

Beatrice Downs (from August 1).
Helen D. Jacobus (to September 1).
Grace F. Thomson (from October 20).
Anna F. Weibezahl.

Training Class, 1915–1916

Alice Cyphers
Louise DeGolyer
Gertrude Francis
Helen R. Kinniburgh
Phebe C. Stoddard
Olive Wilde

FRANKLIN BRANCH

ALICE M. EMMONS, Librarian

*George Selser, Page (part time; to June 15).
John Davies, Page (part time; from August 25).
John Burke, Janitor's Assistant (part time).

ELMWOOD BRANCH

SARA HERRON, Librarian

*Louis Gamble, Page and Janitor's Assistant (to May 12).
William Simmons, Page and Janitor's Assistant (from July 1).

* Resigned.

ANNUAL REPORT OF THE TRUSTEES AND OF THE LIBRARIAN

REPORT OF THE TRUSTEES

To the Honorable Worrall F. Mountain,

Mayor of the City of East Orange:

DEAR SIR:—We present to you herewith the report of the library for the year 1915—the thirteenth annual report of the East Orange Free Public Library—as submitted to the Board by the Librarian.

Respectfully submitted,

EDWARD O. STANLEY, *President,*
WILBUR S. JOHNSON, *Treasurer,*
ERNEST C. KLIPSTEIN,
JOHN C. KIRTLAND,
EDWARD W. ASHLEY,
WORRALL F. MOUNTAIN,
EDWIN C. BROOME, *Secretary.*

ANNUAL REPORT FOR 1915

To the Board of Trustees of the East Orange Free Public Library.

GENTLEMEN:—I have the honor to submit to you a report of the activities of the library for the year 1915, and a statement of its present condition.

THE NEW BUILDING

The event of the year was the completion of the addition to the main library building, made possible by the gift of $40,000 granted for that purpose by the Carnegie Corporation during the previous summer. The City of East Orange has a public library property in which its citizens may well take pride. For dignity, comfort, serviceability and fitness, it would be difficult to find three library interiors more satisfactory than the three buildings now in daily use.

The character of the building has not been altered, the fan-shaped form remaining practically the same, with the same radiating stacks, but on a much larger scale. The number of square feet on the ground plan has been more than doubled, and the book capacity of the stackroom alone is estimated at 75,000 volumes, with possible provision for more than double that number, as future growth may demand. This bookroom, airy, quiet, perfectly lighted by day and by night, with its spacious aisles, and its tables and chairs for browsing over books, is the chief feature of the building, and gives the interior a unique attractiveness.

The only department other than the lending department) the location of which has not been changed, is the general reference room, with the smaller civics room adjoining. A large new reading room and an exhibition room for temporary exhibitions of varying character occupy the Main Street side of the main floor, while directly beneath is the new children's room, with its own entrance on the street.

On the Munn Avenue side, behind the reference room, are the catalogue department and the librarian's office. Beneath the reference room is the periodical reference room, with connecting stairway, and a small auditorium for meetings of committees and small organizations. The remainder of the lower floor is given up to janitor's quarters, workrooms, and the staff room, with its "kitchenette" and lavatory.

Other libraries will be interested in seeing the successful use of an indirect (or semi-indirect) lighting system, not only in the reading rooms but for lighting the stacks without individual stack wiring. Incidentally it is worth noting that our electric light expense for the year was but a trifle larger than for the year before, when we had less than half the space to illuminate.

Although the entire rear wall of the original building was removed during the course of construction, and in spite of the unavoidable noise and general discomfort, the work of the library went on uninterruptedly with the exception of a few days closing. Nearly all of the old portion of the building was renovated, and the whole was occupied little by little, without any formal opening.

INSTRUCTION OF SCHOOL CLASSES IN THE USE OF THE LIBRARY

The enlargement of the main library building made it possible for the first time to invite the public schools to send classes to the library for part of the instruction in the use of the library given every year to the eighth grades of the grammar schools.

The work conducted from the Main Library included first talks given by the reference librarian to the eighth grades at Ashland, Columbian, Eastern, Lincoln and Nassau schools. These simple practical talks, illustrated by charts and posters, on the book, its history and its making, and on the library and its arrangement, were followed up by visits of the same classes, in divisions of

thirty to thirty-five pupils, accompanied by a teacher, to the Main Library for further visualized instruction and actual practice. Divided into groups of ten or thereabouts, each under the direction of a qualified assistant, lessons were given in the use of the catalogue, in the classification and arrangement of books on the shelves, and in the use of the principal reference books, accompanied by problems and questions which sent each pupil to catalogue, shelves and reference material in search of answers.

Eleven such visits were made to the library, covering sometimes one period, sometimes longer. The whole time given by the Main Library was forty hours of actual instruction, exclusive of time used in preparation. Elmwood, Washington and Franklin schools were given similar instruction at the two branch libraries.

The pupils were unmistakably attracted and interested in this novel bit of class work, and the teachers were warm in its praise. Necessarily very brief, the work seems nevertheless to be of genuine value as an eye-opener, if nothing more; and we have abundant evidence that it has borne fruit.

The grade school libraries, several of which came into the hands of the public library last summer, have been thoroughly overhauled and catalogued. The work of organizing the various school libraries according to their individual needs is going forward as fast as our resources permit. A special appropriation of several hundred dollars for buying duplicate copies of books suitable for the school library collection is urgently needed.

THE YEAR'S WORK

The library now has 46,836 books on the shelves, of which 12,003 belong to the two branches. Books added during the year, including gifts, numbered 5,182, of which 1787 were new titles, the balance duplicates. Of these new titles, 287 were novels, 212 sociology; 148 vol-

umes were added to the reference collection. Pamphlets catalogued numbered 938, making a total of catalogued pamphlets 1,826. (The many pamphlets put to use without cataloguing have not been counted.)

The picture collection numbers approximately 8,000 mounted and unmounted prints. This collection has grown very rapidly this year, and its use has increased in proportion.

Over a quarter of a million books were borrowed in 1915 (252,479). This is an increase of 20,963, or nine per cent. over the circulation of 1914. One proof of the value of our extension work is the fact that of this total home use of books no less than 103,912 were lent from branches and deposit stations. Elmwood's increase was 18 per cent., while the deposit stations more than doubled their last year's total, with a combined circulation of 21,147, and this in spite of the fact that the Brick Church station and the Washington School station were discontinued early in the year for lack of sufficient use.

Ampere deposit station alone lent 10,750 books in 1915, more than all the stations together in 1914. Ampere's circulation averaged the same per hour (open) as that of Elmwood Branch. Surely every effort should be made to give the Fifth Ward a better service than we are doing now, by renting a small store and providing more space, more books, and longer hours at Ampere.*

In the six years since January 1, 1910, while the population of East Orange has increased a little over 16.3 per cent., the library circulation has gone up nearly 34 per cent., and the number of active borrowers about 48 per cent. The cost of service has also increased, but it must be remembered that the more points of contact with the public we have the larger must be the number

*At the date of publication of this report, the plan alluded to has been carried into effect.

of individuals to man them. A paragraph from the preliminary report of the Newark Public Library for 1915, stating facts substantially true of our library as well, suggests another point which is often overlooked:

"The Main Library is open about 4,000 hours per year, nearly a thousand of these being after 6 P. M. Most of the staff work two or three evenings a week. The cost of service is large in all public institutions which are open every day until 9 P. M. The City Hall is open for business about 2,000 hours per year; public school about 1,000; business offices about 2,500; stores about 3,000; and factories less than 2,500."

I wish also to express my appreciation of the cordial co-operation of the trustees throughout the year, and especially of the harmonious and effective way in which trustees, architect, builders and librarian worked together to secure the best possible result in our enlarged library building. We were fortunate in finding in Mr. Hobart A. Walker an architect who was as desirous as we were of planning for the convenience and efficiency of the daily work of the library; and fortunate, too, in our builders, the Essex Construction Company, and in the sub-contractors, especially Mr. William J. O'Brien.

The staff has changed somewhat. Three assistants resigned, and one returned to us after graduation from the New York Library School. Two new appointments were made, one of them that of a head cataloguer,—Miss Helen L. Johnston, a graduate of the Drexel Institute Library School. The spirit of the staff as a whole has been loyal and unselfish, and the very real discomforts of the period of re-building were uncomplainingly borne. For this and other things they have the warm commendation and thanks of the librarian.

Respectfully submitted,

LOUISE GRAHAM HINSDALE,

Librarian.

STATISTICAL REPORT

Based on the Form for Library Statistics Compiled by the A. L. A. Committee on Library Administration

Annual report for year ended December 31, 1916.

Population served (Census of 1915)..... 40,969

Terms of use—Free for lending and reference.

Total number of agencies..... 9

Consisting of—Main library
Branches—2 (in separate buildings)
Deposit stations—3
Other agencies: 2 school stations, 1 factory station; traveling libraries in firehouses, 1 settlement, 1 Sunday School.

Number of days open during year (Main library)..... 309

Hours open each week for lending (Main library)..... 72

Hours open each week for reading (Main library)..... 72

Total number of staff: Librarian, 14 regular assistants, 1 substitute (besides apprentices), 4 pages (besides part time messengers), 3 janitors.

Total valuation of library property.....$206,133.36

Totals for Main Library and Branches

	Adult	Juvenile	Total
Number of volumes at beginning of year	33,065	9,217	42,282
Number of volumes added during year by purchase.....	4,384	798	3,049
Number of volumes added during year by gift and exchange.....			1,910
Number of volumes added during year by binding.....			223
Number of volumes lost or withdrawn during year.....	335	293	628
Total number at end of year.....	37,114	9,722	46,836
*Number of pamphlets at beginning of year	....	....	903
Number of pamphlets added during year	....	....	938
Number of pamphlets withdrawn during year	....	....	15
Total number of pamphlets at end of year	....	....	1,826
Number of maps added during year	Collection not fully organized.		
Total number of maps.....			
Total number of print collections.....	....	....	8,000
Total number of volumes lent for home use	179,247	73,232	252,479
Number of volumes of fiction lent for home use	131,918	35,392	167,310
Number of prints lent for home use.....			2,944
Number of interlibrary loans.....			278
Number of exhibitions held (Exhibition room in use from Septermer 1st only).....			2
Number of borrowers registered during year.....			2,770
Total number of registered borrowers.....			29,748
Total number of active borrowers.....			19,000 to 20,000

†Registration period.

Number of periodicals (including newspapers) currently received 271

Number of persons using library for reading and study (Main library only)..... 25,765

For report of finances see Financial Statement for 1915, page 16 of this report. The duplicate pay collection form a separate account.

*The term pamphlets is used to include all unbound books regardless of the number of pages.

†No date of expiration has been used heretofore. Re-registration has been begun since January 1, 1916, for a period of three years.

ANALYSIS OF CIRCULATION

	Main Library	Franklin	Elmwood	Deposit Stations	Total	
Largest monthly circulation..	14,482	3,846	5,021	2,542	25,891	(March)
Average monthly circulation..	12,389	2,796	4,059	1,761	21,130	
Largest daily circulation.....	1,104	275	335	....	1,625	(Feb. 13)
Average daily circulation.....	481+	108.5	157.6	....	817.3	
Percentage of fiction.....	69.4	69.2	63.	....	66.3	

Main Library, Adult Department—			
Periodicals and general works.....	4,797		
Philosophy	1,896		
Religion	1,471		
Sociology	3,249		
Philology	138		
Science	1,560		
Useful Arts.....	3,620		
Fine Arts.....	3,223		
Literature	5,456		
History	2,704		
Travel	3,083		
Biography	2,749		
Fiction	81,033		
Books in Foreign Languages.....	1,630		
Total		116,609	
Children's Room, total.....		31,958	
Total Main Library Circulation.....			148,567
Franklin Branch, total.....			33,551
Elmwood Branch, total.....			48,712
Deposit and School Stations, etc.—			
Ampere	10,750		
Brick Church	858		
Seabury & Johnson.....	3,768		
Total Deposit Stations.....		15,376	
Columbian	4,766		
Washington	1,005		
Total School Stations.....		5,771	
Traveling Libraries (record not complete).....		502	
Total Deposit and School Stations, etc.....			21,649
TOTAL CIRCULATION FOR 1915.....			252,479

OTHER STATISTICS

CATALOGUE DEPARTMENT

	M. L.	F.	E.	Total
Total number of catalogued volumes, January 1, 1915	30,894	6,147	5,241	42,282
Number of volumes catalogued, 1915	4,373	455	354	5,182
Number of volumes withdrawn, 1915	434	101	93	628
Total number of catalogued volumes, January 1, 1916	34,833	6,501	5,502	46,836
Total number of catalogued pamphlets, January 1, 1915	....	....	....	903
Number of pamphlets catalogued, 1915	....	....	....	938
Number of pamphlets withdrawn, 1915	....	....	....	15
Total number of catalogued pamphlets, January 1, 1915	1,623	74	129	1,826

INVENTORY

Volumes missing:	
Main Library	263
Franklin Branch	18
Elmwood Branch	17
Total volumes missing	298
Volumes found, missing on previous inventory	80

OVERDUE AND LOST BOOKS

Number for which notices were sent	3837	602	723	5162
Cases still unsettled	10	8	..	18
Number of volumes never returned	37	6	9	52
Books lost and paid for	34	2	8	44
Books confiscated by the Board of Health in houses quarantined for contagious diseases	42	27	31	100
Total loss for the year	114	35	49	196

BINDING AND REPAIRS

Books mended or covered	1988
Magazines and pamphlets covered	1421
Total number volumes sent to binder	1812

GIFTS

Number of bound volumes	3815
Number of pamphlets	1239
Number of periodicals	1397
Number of newspapers	2637

FINANCIAL STATEMENT FOR 1915

1915 APPROPRIATION ACCOUNT

To Expenditure				
Salaries:			Jan. 1, By Balance.....	$2.13
Librarian & Assts..	$11,853.86		August, By Budget.....	$22,000.00
Janitors	1,912.42			
		$13,766.30		
Stationery, Printing and Library Supplies		788.06		
Repairs and Renewals—Books.		1,271.20		
Maintenance:				
Building and Grounds.	$72.55			
Equipment	488.39			
		560.94		
Light, Heat and Ventilation...		1,932.82		
Insurance		398.75		
Other		254.24		
P. P. & E.:				
Books	$2,446.84			
Furniture and Fixtures	619.75			
		3,026.59		
		$21,998.90		
Balance		3.23		
		$22,002.13		$22,002.13
			Jan. 1, 1916, Balance.....	$ 3.23

CARNEGIE BUILDING FUND

To Expenditures in 1914.....	$11,343.00	By Receipts from Carnegie Corporation in 1914.....	$11,400.00
To Expenditures in 1915.....	28,657.00	By Receipts from Carnegie Corporation in 1915.....	28,600.00
	$40,000.00		$40,000.00

1915 TREASURER'S FUNDS

To Expenditures				
Salaries—			January 1, By Balance.....	$1,261.29
Librarian and Assts..	$920.93		Receipts—	
Janitors	15.50		Jan. to Dec. by Fines, Bank Interest, Sales, etc.....	1,897.91
		$936.43		
Stationery, Printing and Library Supplies		91.85		
Maintenance—				
Grounds	$7.10			
Equipment	112.21			
		119.31		
Light and Heat.....		7.56		
Insurance		5.00		
Other		397.68		
P. P. & E.—				
Books	$134.18			
Furniture and Fixtures	889.34			
		1,023.52		
Real Estate, Buildings and Equipment		382.20		
		$2,963.55		
Balance		195.65		$3,159.20
		$3,159.20	January 1, 1916, Balance.....	$ 195.65

HISTORICAL SUMMARY

Board organized and Carnegie offer made.....January, 1900
Opening of the library.....January 22,1903
Opening of the Franklin Branch.....August 1, 1909
Opening of the Elmwood Branch.....January 11, 1912
Cost of sites.....$29,088.94
Cost of buildings (gift of Mr. Carnegie $116,000).....$119,191.86
Cost of books to date.....$ 52,400.00
Total number of volumes added by gift and purchase from the opening of the library to Dec. 31, 1915.... 60,367
Actual number of volumes now in the library (catalogued) 46,836
Number of borrowers registered from the opening of the library to Dec. 31, 1915..... 29,748
Present number of active borrowers (estimated)...19,000–20,000
Growth of circulation—

1903	total.....	97,642		
1904	total.....	115,224	increase.....	17,582
1905	total.....	117,294	increase.....	2,070
1906	total.....	127,055	increase.....	9,761
1907	total.....	135,486	increase.....	7,717
1908	total.....	152,334	increase.....	16,848
1909	total.....	169,608	increase.....	17,274
1910	total.....	188,867	increase.....	19,279
1911	total.....	188,765	decrease	122
1912	total.....	216,035	increase.....	27,270
1913	total.....	222,949	increase.....	6,914
1914	total.....	231,516	increase.....	8,567
1915	total.....	252,479	increase.....	20,963

FOURTEENTH ANNUAL REPORT
OF THE
FREE PUBLIC LIBRARY
OF EAST ORANGE
FOR THE YEAR 1916

EAST ORANGE, NEW JERSEY
1917

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

The Main Library is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day.
On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

BRANCHES

FRANKLIN BRANCH, corner Dodd Street and Fulton Avenue.
2 to 6 P. M. Monday, Wednesday, Friday.
2 to 9 P. M. Tuesday, Thursday, Saturday.

ELMWOOD BRANCH, corner Elmwood Ave. and S. Clinton St.
2 to 6 P. M. Monday, Wednesday, Friday.
2 to 9 P. M, Tuesday, Thursday, Saturday.

AMPERE BRANCH, 215 North Eighteenth Street.
2 to 6 P. M. } Monday, Thursday and Saturday.
6.30 to 9 P. M. }

DEPOSIT AND SCHOOL STATIONS

SEABURY & JOHNSON LABORATORIES, 11 A. M. to 12 M. Saturday (for operatives).

COLUMBIAN SCHOOL, Grove St. and Springdale Ave.
Hours of opening arranged at the convenience of the school.

TELEPHONES

Main Library, 3617
Elmwood Branch, 3395
Franklin Branch, 348
Ampere Branch, 6636

BOARD OF TRUSTEES

*JOHN C. KIRTLAND, Appointed January 1, 1912; term expires January 1917.

WILBUR S. JOHNSON, Appointed May 25, 1903; Re-appointed January, 1913; term expires January, 1918.

EDWARD W. ASHLEY, Appointed January 1, 1914; term expires January, 1919.

EDWARD O. STANLEY, Appointed January 22, 1900; Re-appointed January, 1915; term expires January, 1920.

GEORGE W. KING, Appointed January 1, 1916; term expires January, 1921.

HON. WORRALL F. MOUNTAIN, Mayor, Ex-Officio.

EDWIN C. BROOME, Superintendent of Schools, Ex-Officio.

PRESIDENT OF THE BOARD, EDWARD O. STANLEY.

TREASURER OF THE BOARD, WILBUR S. JOHNSON.

SECRETARY OF THE BOARD. EDWIN C. BROOME.

STANDING COMMITTEES

BUILDING COMMITTEE

JOHN C. KIRTLAND — EDWARD W. ASHLEY

BOOK COMMITTEE

EDWARD O. STANLEY — EDWIN C. BROOME

FINANCE COMMITTEE

WILBUR S. JOHNSON — GEORGE W. KING

AUDIT COMMITTEE

GEORGE W. KING — JOHN C. KIRTLAND

*Died November 2, 1916. Wm. F. Etherington appointed Jan. 1, 1917, to succeed Mr. Kirtland; term expires January, 1922.

FORMER TRUSTEES

FREDERICK M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

FRANK S. TISDALE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTEN
Appointed May 25, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 9, 1905, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

ALEXANDER KING
Appointed January 22, 1900; died December 5, 1913

ERNEST C. KLIPSTEIN
Appointed January 1, 1911, to January 1, 1916

JOHN C. KIRTLAND
Appointed January 1, 1912; died November 2, 1916

LIBRARY STAFF

MAIN LIBRARY

LOUISE G. HINSDALE, Librarian

HELENA D. APPLETON, Secretary and Librarian's Assistant
ALYS M. GORDON, Head of Reference Department
HELEN L. JOHNSTON, Head of Cataloguing Department
EDITH C. MACARDELL, Children's Librarian
JESSIE G. SMITH, Head of Lending Department

Senior Assistants

ADELINE T. DAVIDSON
CHARLOTTE H. KIRTLAND, (appointed May 1st)
CORNELIA LIVINGSTON, (appointed April 1st)
*ANNETTE M. REYNAUD (to April 1st)
AMY P. WILDEY

Junior Assistants

ATTALIE BUCHNER
BEATRICE DOWNS, (appointed April 1st)
*DOROTHEA B. FINE (to November 1st)
CONSTANCE C. ROOSEVELT
ANNA F. WEIBEZAHL, (appointed April 1st)
* F. LURENA MULFORD, Stenographer and Office Assistant (to July 1st)

Pages

Jennie Cowen
Edith Hammacher (part time)
Sadie Livingston
*Mary McGrath (to Oct. 1st)

Edward J. Moore, Janitor
John Burke, Janitor's Assistant

Substitute Assistants

Alice H. Cyphers
Louise DeGolyer
Olive Wilde
Gertrude Francis
Grace Thomson

Training Class, 1916-1917

Marjorie Allen
Dorothy G. Norton
Katherine Nelson

FRANKLIN BRANCH

ALICE M. EMMONS, Branch Librarian
Beatrice Downs, Assistant
John Davies, Page (part time)
John Burke, Janitor's Assistant

ELMWOOD BRANCH

SARA HERRON, Branch Librarian
Anna F. Weibezahl, Assistant
William Simmons, Page and Janitor's Assistant

AMPERE BRANCH

ADELINE T. DAVIDSON, Branch Librarian (to October 15th)
CHARLOTTE H. KIRTLAND, Branch Librarian, (from October 15th)
Attalie Buchner, Assistant
Franklin Dallery, Page (from Sept. 18th)

* Resigned

ANNUAL REPORT OF THE TRUSTEES AND OF THE LIBRARIAN

REPORT OF THE TRUSTEES

To the Honorable Worrall F. Mountain,

Mayor of the City of East Orange:

Dear Sir:—We present to you herewith the report of the library for the year 1916—the fourteenth annual report of the East Orange Free Public Library—as submitted to the Board by the Librarian.

Respectfully submitted,

EDWARD O. STANLEY, *President*
WILBUR S. JOHNSON, *Treasurer*
EDWARD W. ASHLEY
GEORGE W. KING
WORRALL F. MOUNTAIN
EDWIN C. BROOME, *Secretary*

ANNUAL REPORT FOR 1916

To the Board of Trustees of the East Orange Free Public Library.

Gentlemen:

I have the honor to present to you the fourteenth annual report of the library, — the seventh report under the administration of your present librarian.

The Public Library of the City of East Orange now owns 48,411 books, about 2,778 pamphlets, and 12,138 pictures mounted for lending. Of these books 34,882 are on the Main Library shelves, 6,746 at the Franklin Branch, 5,864 at the Elmwood branch, and 919 at our little Ampere branch.

Books added in 1916 numbered 3,322 volumes, including several important works of reference. New titles numbered 1,466 the balance being duplicates and replacements.

This is the smallest number of books ever reported as a year's accessions, the yearly average hitherto having been 4,572. The increased cost of coal and library supplies and of operating expenses generally, the growth of branch needs, the broadening work, all pressed heavily on the appropriation account, and the book fund suffered. The need of a special appropriation for duplicating books for school libraries, and for school reading and reference work at the Main library and branches, as well as for our regular children's room collections, has been keenly felt for the past two years. At the date of writing this report such an appropriation has been secured through the generous treatment of the library budget by the City Council,and between two and three thousand volumes will be added to the school and children's room collections during the summer, to be distributed early in the next school year.

One of the most interesting events of the year was an important addition to the library which came as an unsolicited but greatly needed and appreciated gift from a group of public-spirited women. This was the nucleus of a collection of music scores, presented to the library by the Beethoven Music Club of East Orange, with the assistance of the Amateur Music Club. It is interesting to record that the fund used for this purpose (about $180.00) was raised by the members of these clubs by means of a moving picture benefit.

Many other books, magazines and pamphlets came to us as gifts and were sincerely appreciated. One or two very welcome money gifts were also received, notably one from Miss Shepard, used for the purchase of Thorpe's Dictionary of Applied Chemistry for the Reference Room.

The total circulation of books for home use was 223,847, a decrease of 28,632 as compared with the previous year. More than one contributing cause may be assigned for this decrease; a large part of it, however, is accounted for by the fact that, owing to the epidemic of infantile paralysis last summer, not only was the circulation of children's books stopped by the Board of Health for two months and a half, but the general circulation was for several months affected by the popular dread of the disease.

There are two cheering facts to be noted in this connection, however. One is the increase in the Ampere Branch circulation of thirty per cent. over its circulation as a deposit station in 1915, the only increase reported in the system for the year 1916, and self-evident proof of the need of the enlarged service in the Fifth Ward.

The other noteworthy feature of the drop in circulation is that ninety-six per cent. of the total decrease was of fiction. At the Main Library (adult department) eight classes actually show increases; history, literature and fine arts show larger increases than in the previous year. Sociology and science also give substantial increases. Useful arts and biography held their own. Books of travel were (naturally enough) less used than in former years.

This decrease of twelve per cent. simply wiped out the increase of ten per cent. in 1915, and left us substantially where we were before.

The Children's Room circulation (for ten months only) was 25,143. Franklin Branch lent 28,959 books, and Elmwood Branch 38,973. Ampere Branch with its 13.897 books lent, and the deposit stations in Columbian School and in the Seabury & Johnson laboratories, with their total of 7,659, added materially to the system's total. Story hours were given in all the Children's Rooms, and at Franklin were held out of doors in May and June. Some assistance was given at the city playgrounds in story telling as well as by traveling libraries lent to the supervisors.

New borrowers registered numbered 2,293. Since re-registration is in progress, the number of cards in force cannot be accurately stated.

At the Main Library, the setting apart of a "Teachers' Alcove" in a quiet corner of the book-room, and assembling there all the books and periodicals, both circulating and reference, on educational subjects, has met with general favor. There is a bulletin board for items of interest to teachers just above a shelf where new books on education are shown. More than one casual conference between teacher folk has been held at the round table. Because of its comfortable, cheerful aspect, the alcove is occasionally made use of by others besides teachers.

The reading and reference rooms at the Main Library attracted 29,281 persons, of whom not far from fifty per cent. were men. The Reading Room includes as part of its equipment the most useful and interesting maps in the library's collection, mounted for easy reference. There are also to be found garden catalogues and summer travel "literature" as the appropriate seasons arrive; and war pamphlets or other similar material of interest to the general reader.

The Reference Department's biggest piece of work was the systematic instruction in the use of books and libraries given to several hundred eighth grade pupils on a larger scale than ever before. Class-room talks were given in seven schools and eighteen class visits were made to the Main Library or branches. This work at the branches was in charge of the branch librarians.

For the small tax of a trifle over a cent a week per capita each household in the town has the free use not only of a collection of nearly fifty thousand volumes, and of reading rooms containing three hundred magazines, journals and newspapers, but also of a thoroughly equipped reference department.

For the officers of the city government and members of the City Council the city's library stands ready to act in the capacity of a Municipal Reference Library.

It offers free information bureau service to public officials and to business men as well as to all other residents. Its borrowing ability is large, and as a convenient means of tapping important sources of information it is constantly used, yet not so freely as it might be. A telephone message (Orange 3617) will set things in motion.

The library's Committee Room is always ready for any municipal or other public service within its capacity. It was used during the past year 59 times by 8 organizations.

The Exhibition Room was used in 1916 for ten different exhibitions, one of these being, of course, a Shakespeare tercentenary exhibit. A model of the old village of Stratford, built of earth and glass, pasteboard and kindergarten clay, with sundry other materials mingled with a little paint and a good deal of ingenuity, attracted much attention from children and from their elders as well. Among other exhibits shown were two from the public schools, one of writing and the other of drawing and manual training, two from the East Orange Board of Health, and a midsummer exhibition of the work of the Orange Camera Club.

The Camera Club also arranged, through the courtesy of Mr. Paul Anderson, a very beautiful series of exhibitions of prints by Gertrude Kasebier, Karl Strauss and others. These prints were

hung on the west wall of the Reading Room (a new series every two weeks) and were greatly enjoyed during the six months of their stay.

About 4,300 visitors attended the exhibitions in the Exhibition Room, exclusive of the "Baby Week" exhibit held in March in the Committee Room downstairs, when the record showed a thousand visitors, and of the Camera Club exhibit in the Reading Room, of which no record could be kept.

In connection with the little display of books and pamphlets whose writers are, or were, residents of the Oranges, an important addition to the local history collection was begun. This is the typed list of seventy authors with a bibliography of each, including magazine verse, stories, etc., the bibliography in many cases either furnished or revised by the author. The chief object of showing the collection last winter was to invite gifts, loans and information from anybody who was interested enough to help in making the bibliography and the collection as nearly complete as possible.. From time to time it is planned to bring the list and information up to date.

The local history collection should receive attention during the present great period of history making. Whatever is illustrative of the part taken by the Oranges in the events which are unfolding, no matter how relatively unimportant it may seem, will one day be of very great value to the local historian. The only way in which the public library can fulfill its duty in collecting such material is with the help of residents of the community, and an urgent appeal is made for their assistance. The library will preserve and organize any printed or written material, pictures, photographs, posters, which anybody will take the trouble to send in for that purpose.

This report goes to press at a time when our own nation is entering fully into the great war. The public libraries of the country are preparing to do their share in providing for the book needs of army camps, as well as in conserving sanity and promoting effectiveness of thought and of action on the part of those of us who stand behind the fighting line. Our own library has undertaken to collect and distribute books and magazines for training camps in New Jersey and for our East Orange boys wherever they may be sent. It has also offered to the Mayor of East Orange and to the Red Cross and other patriotic organizations the use of its buildings and to the Mayor the services of its staff for any emergency which it is equipped to meet. This offer has already been taken up, and several members of the staff have served in more than one instance, notably in work connected with the selective draft registration

Our staff have done good work in the fine spirit of loyalty and honor and fidelity which is characteristic of them and of which the librarian has a deep appreciation.

The Board of Trustees lost a faithful member in the death of Mr. John C. Kirtland in November. Always cordially ready and prompt to do his part in the committee work of the Board, he has been sincerely missed. As his term expired on January 1, 1917, the vacancy was not filled until that date, when the Mayor appointed Mr. William F. Etherington to the Board in Mr. Kirtland's place.

With an expression of thanks to the Board for sympathetic co-operation with the librarian and staff in their efforts to make the Public Library continually more useful to the community, this summary of the chief activities of the library for the year 1916 is respectfully submitted.

LOUISE GRAHAM HINSDALE, Librarian.

STATISTICAL REPORT

(Based on the Form for Library Statistics Compiled by the A. L. A. Committee on Library Administration)

Annual report for year ended December 31, 1916
Population served (Census of 1915) 40,969
Terms of use—Free for lending and reference
Total number of agencies: Main Library 6
Branches—3 (2 in separate buildings)
Other agencies-1 school station, 1 factory station, traveling libraries in schools, firehouses, 1 settlement, 1 Sunday School.
Number of days open during year (Main Library)..... 309
Hours open each week for lending (Main Library) 72
Hours open each week for reading (Main Library)... 72
Total number of staff: Librarian, 15 regular assistants, 2 substitutes, 3 apprentices, 1 typist, 2 full time pages, several part time pages and messengers, 3 janitors.
Total valuation of library property $206,133.36

Statistics from the Annual Report for 1916

Note: Figures given below are for the whole library system unless otherwise stated.

	Adult	Juvenile	Total
Number of volumes at beginning of year	37,114	9,722	46,836
Number of volumes added during year by purchase			
Number of volumes added during year by gift and exchange.....	2,525	797	3,322
Number of volumes added during year by binding			
Number of volumes lost or withdrawn during year	988	759	1,747
Total number at end of year	38,665	9,746	48,411
*Number of pamphlets at beginning of year	1,752	74	1,826
Number of pamphlets added during year	884	82	966
Number of pamphlets withdrawn during year.....	14	—	14
Total number of pamphlets at end of year	2,622	156	2,778
Number of maps added during year....	(collection not fully organized)		
Total number of maps			
Number of prints added during year ...			4,135
Total number of print collection			12,138
Number of music scores added during year			86
Total number of music scores.....			130
Total number of volumes lent for home use	166,840	57,007	223,847
Number of volumes of fiction lent for home use	120,330	26,464	146,794
Number of prints lent for home use....			1,568
Number of interlibrary loans			300
Number of exhibitions held.....			10
Total number of registered borrowers since the opening of the library			32,041
Re-registration is in progress so that no accurate record of active borrowers can be given			
Registration period 3 yrs. (with re-registration)			
Number of periodicals (including newspapers) currently received.....			296
Number of persons using library for reading and study (Main Library only)			28,281

For report of finances see Financial Statement for 1916 on page 14 of this report. The duplicate pay collection forms a separate account.

* The term pamphlets is used to include all unbound books regardless of the number of pages. These figures refer to catalogued pamphlets only.

ANALYSIS OF CIRCULATION

	Adult	Juvenile	Total
Main Library	108,179	25,143	133,322
Franklin Branch	18,906	10,069	28,975
Elmwood Branch	23,889	15,136	39,025
Ampere Deposit Station & Branch	11,589	2,313	13,902
Deposit & School Stations (omitting Ampere)	3,990	3,669	7,659
Traveling Libraries	287	677	964
Total	166,840	57,007	223,847

ANALYSIS OF REGISTRATION

	Adult	Juvenile	Total
Main Library	913	389	1,302
Franklin Branch	125	137	262
Elmwood Branch	190	226	416
Ampere Deposit Station & Branch	137	37	174
Deposit & School Stations (omitting Ampere)	74	65	139
Total	1,439	854	2,293

ANALYSIS OF BOOKS ADDED (A)

	Adult	Juvenile	Total
Main Library	1,841	466	2,307
Franklin Branch	293	120	413
Elmwood Branch	307	191	498
Ampere Branch	84	20	104
Total	2,525	797	3,322

ANALYSIS OF BOOKS ADDED (B)

	Main	F. Br.	E. Br.	A. Br.	Total
Total number of catalogued volumes, Jan. 1, 1916	34,833	6,501	5,502	—	46,836
Number of volumes catalogued, 1916	2,307	413	498	104	3,322
Number of volumes withdrawn, 1916	1,435	156	146	10	1,747
Number of volumes transferred to	44	5	21	825	896
Number of volumes transferred from	867	18	11	—	896
Total number of catalogued volumes, January 1, 1917	34,882	6,746	5,864	919	48,411

FINANCIAL STATEMENT

1916 APPROPRIATION ACCOUNT

To Expenditures			Jan. 1, By Balance	3.23
			March, By Budget	$22,500.00
Salaries:				
Librarian & Asstn.	$12,394.08			
Janitors	2,200.00			
		$1,4594.08		
Stationery & Printing		856.26		
Repairs & Renewals of Books		873.95		
Maintenance:				
Buildings & Grounds	89.45			
Equipment	527.01			
		616.46		
Light, Heat & Ventilation		2,309.45		
Insurance		—		
Other		647.84		
Permanent Property & Equipment:				
Books	2,437.33			
Furniture & Fixtures	164.70			
		2,602.03		
		22,496.07		
Balance		7.16		
		$22,503.23		$22,503.23
			January 1, 1917, Balance	7.16

1916 TREASURER'S FUNDS

To Expenditures			January 1, By Balance	195.65
Salaries:			Jan. to Dec. By Fines, Bank Interest, Sales, etc.	1,852.99
Librarian & Asstn.	432.17			
Janitors	12.00			
		$444.17		
Stationery & Printing		106.73		
Repairs & Renewals of Books		10.94		
Maintenance:				
Grounds	23.85			
Equipment	128.30			
		152.15		
Light & Heat		7.47		
Insurance		—		
Other		467.47		
Permanent Property & Equipment:				
Books	356.79			
Furniture & Fixtures	6.30			
		363.09		
		1,552.02		
Balance		496.62		
		$2,048.64		$2,048.64
			January 1, 1917, Balance	496.62

HISTORICAL SUMMARY

Board organized and Carnegie offer made..... January, 1900
Opening of the Library .... January 22, 1903
Opening of the Franklin Branch..... ..... August 1, 1909
Opening of the Elmwood Branch .....January 11,1912
Cost of sites..... ....$29,088.94
Cost of buildings (gift of Mr. Carnegie $116,000)..... $119,191.86
Cost of books to date..... $55,194.12
Total number of volumes added by gift and purchase
from opening of the library to Dec. 31, 1916 64,019
Actual number of volumes now in the library (catalogued)..48,411
Number of borrowers registered from the opening of
the library to Dec. 31, 1916 32,041

1903	total	97,462		
1904	total	115,224	increase	17,582
1905	total	117,294	increase	2,070
1906	total	127,055	increase	9,761
1907	total	135,486	increase	7,717
1908	total	152,334	increase	16,848
1909	total	169,608	increase	17,274
1910	total	188,867	increase	19,279
1911	total	188,765	decrease	122
1912	total	216,035	increase	27,270
1913	total	222,949	increase	6,914
1914	total	231,516	increase	8,567
1915	total	252,479	increase	20,963
1916	total	223,847	decrease	28,532

FIFTEENTH ANNUAL REPORT

OF THE

FREE PUBLIC LIBRARY

OF EAST ORANGE

FOR THE YEAR 1917

EAST ORANGE, NEW JERSEY
1918

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

The Main Library is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day.

On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

BRANCHES

FRANKLIN BRANCH, corner Dodd Street and Fulton Avenue.
2 to 6 P. M. Monday, Wednesday, Friday.
2 to 9 P. M. Tuesday, Thursday, Saturday.

ELMWOOD BRANCH, corner Elmwood Ave. and S. Clinton St.
2 to 6 P. M. Monday, Wednesday, Friday.
2 to 9 P. M. Tuesday, Thursday, Saturday.

AMPERE BRANCH, 215 North Eighteenth Street.
2 to 6 P. M. } Monday, Thursday and Saturday.
6.30 to 9 P. M. }

DEPOSIT AND SCHOOL STATIONS

SEABURY AND JOHNSON LABORATORIES, 11 A. M. to 12 M. Saturday (for operatives).

COLUMBIAN SCHOOL, Grove Street and Springdale Avenue.
Hours of opening arranged at the convenience of the school.

TELEPHONES

Main Library, 3617
Elmwood Branch, 3395
Franklin Branch, 348
Ampere Branch, 6636

BOARD OF TRUSTEES

*WILBUR S. JOHNSON, Appointed May 25, 1903;
Re-appointed January, 1913; term expires January, 1918.

EDWARD W. ASHLEY, Appointed January 1, 1914;
Term expires January, 1919.

EDWARD O. STANLEY, Appointed January 22, 1900;
Reappointed January, 1915; term expires January, 1920.

GEORGE W. KING, Appointed January 1, 1916;
Term expires January, 1921.

WILLIAM F. ETHERINGTON, Appointed January 1, 1917;
Term expires January, 1922.

HON. WORRALL F. MOUNTAIN, Mayor, Ex-Officio.

EDWIN C. BROOME, Superintendent of Schools, Ex-Officio.

PRESIDENT OF THE BOARD, EDWARD O. STANLEY.

TREASURER OF THE BOARD, WILBUR S. JOHNSON.

SECRETARY OF THE BOARD, EDWIN C. BROOME.

ASSISTANT SECRETARY, LOUISE G. HINSDALE, Librarian.

STANDING COMMITTEES

Building Committee

WILLIAM F. ETHERINGTON — EDWARD W. ASHLEY

Book Committee

EDWARD O. STANLEY — EDWIN C. BROOME

Finance Committee

WILBUR S. JOHNSON — GEORGE W. KING

Audit Committee

GEORGE W. KING — WILLIAM F. ETHERINGTON

*Re-appointed January, 1918.

FORMER TRUSTEES

FREDERICK M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903.

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

FRANK S. TISDALE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTEN
Appointed May 25, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 9, 1905, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

ALEXANDER KING
Appointed January 22, 1900; died December 5, 1913

ERNEST C. KLIPSTEIN
Appointed January 1, 1911, to January 1, 1916

JOHN C. KIRTLAND
Appointed January 1, 1912; died November 2, 1916

LIBRARY STAFF

Main Library

LOUISE G. HINSDALE, Librarian

*HELENA D. APPLETON, Secretary and Librarian's Assistant (to June 1)
ADELINE T. DAVIDSON, Secretary and Librarian's Assistant (from May 1)
ALYS M. GORDON, Head of Reference Department
HELEN L. JOHNSTON, Head of Cataloguing Department
EDITH C. MACARDELL, Children's Librarian (to September 1)
ELLEN W. PECKHAM, Children's Librarian (from September 1)
JESSIE G. SMITH, Head of Lending Department

SENIOR ASSISTANTS

CHARLOTTE H. KIRTLAND
CORNELIA LIVINGSTON
*CONSTANCE C. ROOSEVELT (to June 1)
AMY P. WILDEY

JUNIOR ASSISTANTS

†MARJORIE H. ALLEN (appointed May 1; given extended leave of absence December 1 for Red Cross work in France).
ATTALIE BUCHNER
†BEATRICE DOWNS (to December 1)
GERTRUDE FRANCIS (appointed May 1)
PHEBE STODDARD (appointed May 1)
†ANNA F. WEIBEZAHL (to December 1)

STENOGRAPHER AND OFFICE ASSISTANT

RAY E. HEATON (appointed February 1)

PAGES

MARIAN BAKER (appointed November 1)
EDITH HAMMACHER (part time)
SADIE LIVINGSTON

EDWARD J. MOORE, Janitor
JOHN BURKE, Janitor's Assistant

SUBSTITUTE ASSISTANTS

ALICE H. CYPHERS
KATHARINE KENDIG
DOROTHY NORTON

TRAINING CLASS, 1917–1918

KATHLEEN CAPARN
HELEN E. STALKER

Franklin Branch

*ALICE M. EMMONS, Branch Librarian (to August 1)
EDITH C. MACARDELL, Branch Librarian (from September 1)
†BEATRICE DOWNS, Assistant (to December 1)
JOHN BURKE, Janitor

Elmwood Branch

*SARA HERRON, Branch Librarian (to October 1)
GERTRUDE FRANCIS, Assistant (Acting Librarian from October 1)
ANNA F. WEIBEZAHL, Assistant, part time (to December 1)
WILLIAM SIMMONS, Page and Janitor

Ampere Branch

CHARLOTTE H. KIRTLAND, Branch Librarian
ATTALIE BUCHNER, Assistant

---

*Resigned
†Extended leave of absence

ANNUAL REPORT OF THE TRUSTEES AND OF THE LIBRARIAN

Report of the Trustees

To the Honorable Worrall F. Mountain,

Mayor of the City of East Orange:

Dear Sir:—We present to you herewith the report of the library for the year 1917—the fifteenth annual report of the East Orange Free Public Library—as submitted to the Board by the Librarian.

Respectfully submitted,

EDWARD O. STANLEY, *President*
WILBUR S. JOHNSON, *Treasurer*
EDWARD W. ASHLEY
WILLIAM F. ETHERINGTON
GEORGE W. KING
WORRALL F. MOUNTAIN
EDWIN C. BROOME, *Secretary*

EAST ORANGE FREE PUBLIC LIBRARY

ANNUAL REPORT FOR 1917

To the Board of Trustees of the East Orange Free Public Library:

GENTLEMEN: I have the honor to present to you the fifteenth annual report of the Library.

The preliminary report submitted to the Mayor and City Council on January 1, 1918, is given herewith:

GENTLEMEN: Some of the activities of the City's Public Library during the year 1917 are summarized as follows:

The Library, with its three branches,

Has lent 235,362 books—an increase of 11,515.

Has registered 2,516 new borrowers.

Has provided 300 newspapers and periodicals, over 200 of which were used by approximately 18,400 readers at the Main Library. Fifty per cent. of these readers were men.

Has catalogued over 6,323 new books, making the total number of volumes in the four collections 53,448.

Has answered 3,400 quick reference questions at the Information Desk (besides many unrecorded).

Has received and answered nearly 2,000 such questions by telephone.

Has helped 5,500 students and other inquirers through the resources of its reference department.

Has given two periods of practical instruction in the use of books and of the library for study to nearly 1,000 upper grade pupils; classes coming to the library accompanied by a teacher, as part of their schedule for the year.

The Library has served the City (and the Government) by giving more than 250 hours of library assistants' time in the City Clerk's office for work in connection with the military draft registration.

It has taken part in all the great war campaigns by securing and distributing campaign literature and information, by booths and exhibits and in other ways.

It has co-operated with various organizations in standardizing a district plan for campaign canvassing purposes, in compiling lists, and in giving clerical assistance.

It has granted the free use of its Committee Room to twenty-three organizations for eighty-eight meetings.

It has granted the use of its branch buildings for neighborhood Food Conservation and other meetings.

It has compiled, with constant revision, a roster of East Orange men in every branch of army and navy service.

It has organized a comprehensive collection of manuals and books on military and naval science for the use of men expecting the call to service.

It has collected and continues to collect thousands of books and magazines for camps, and has sent over forty boxes to Camp Dix, Camp Merritt, and to several smaller camps within the State; to Camp McClellan, Ala.; also to Naval Reserves on board the U. S. S. Leviathan.

Respectfully submitted,

L. G. HINSDALE, *Librarian.*

War Activities

These last paragraphs summarize very briefly some of the ways in which the Library has assumed its share of "war work." Its general policy is to give the library routine matters a secondary place during the war, and to pool all its resources, both in the line of its regular work and outside of it, with those of other agencies in the community which are working toward the one great end of winning the war. Since this preliminary report was written there has been a steady expansion of the activities mentioned, and others have been entered upon.

Our own especial responsibility in connection with the American Library Association War Service is, of course, the raising of money and the collecting of books and magazines for camp libraries, naval stations, etc. Beginning early in June, this work has gone steadily on, and will be continued for the duration of the war. In the fall the Library took an active part in the nation-wide million-dollar campaign for providing library buildings and books in all the thirty-two cantonments. East Orange's quota was $2,130.

A special filing case in the Reference Room is devoted to a collection of clippings, articles and pamphlets on various phases of the war, and a quick reference file of locations of camps, aviation fields, changes of insignia, etc. Much interest has been shown in our growing collection of war posters. Beginning with a gift of some of the best of the recruiting posters used by our allies, we have added others from abroad, and have preserved copies of all our own government recruiting and campaign posters, as well as of those from other than government sources. This is intended to be a permanent historical collection, and we hope our friends will help us to make it as complete as possible. We have now 250 posters.

These posters have been exhibited at the Library in groups, and that something more than idle interest or pleasure may have resulted from them is suggested by an incident worth repeating here. Shortly after we went into the war, a young fellow from a neighboring big city having arrived in town to find that he must wait awhile for his appointment, wandered into the Library and into the Exhibition Room. There he was faced with a recruiting poster bearing in emphatic print the question, "Have you a reason or only an excuse?" He went away without being noticed, but some time afterward, at a patriotic meeting in his own town, it chanced that a resident of East Orange heard a young man in uniform tell how the message of that poster had settled the question for him.

Once more the importance of the preservation of local war history material must be emphasized. When there is so much of immediate practical use to be done each day, it is easy to forget the importance of collecting and preserving all kinds of material for the future. If somebody doesn't remember our descendants, how are they to know what the citizens of East Orange did to help win the war?

The assistance of individuals, of clubs, and of other organizations is absolutely indispensable to the collecting of local material in a suitable place, where it will be properly cared for. It is the duty of all public (and other) libraries to acquire fairly representative collections and at least roughly to organize them.

Everything in print, much in the way of manuscript (letters, diaries, etc.) and of pictures relating to each locality and its history should be carefully preserved. Housekeepers might turn over to such war collections pages from their household expense books, or market lists showing food prices. All such things, no matter how relatively unimportant they may seem, will one day be eagerly seized upon by some local historian of the Oranges.

Much invaluable material will be irrevocably lost unless there is a vigorous and sustained effort on the part of those who realize the import-

ance of gathering and filing such fugitive records as will show to future generations the patriotism and the organized effort of the men, women and children of New Jersey during the greatest world crisis of all history.

A committee of the National Board for Historical Service has specified some classes of material as follows:

1. Official documents: Such as municipal ordinances, proclamations of mayors, notices of boards, etc.

2. Semi-official documents: Resolutions of public meetings, of labor unions, of church societies, women's clubs, etc.

3. Public service documents: Announcements, notices, orders, etc., issued by public service corporations, street railways, electric light companies, etc.

4. Fugitive printed material: Posters (recruiting and other), programmes of concerts, meetings, fairs, etc., held for purposes connected with the war.

5. Economic material: Price lists, advertisements.

6. Propaganda material.

7. Clippings.

8. Pictorial material: Photographs of local events, of soldiers, bodies of troops, etc.

9. Manuscript material: Letters, diaries, sermons, addresses, etc.

"It is assumed that societies and libraries are, as a matter of course, acquiring such books and newspapers as they can. Local newspapers should be regularly bound for permanent preservation"—as is, of course, being done by this Library.

Routine Activities

There are now at the end of 1917 53,448 books, 3,168 pamphlets and 17,075 prints in the public library system of East Orange. The books are distributed as follows: 38,128 volumes at the Main Library; 7,300 at Franklin Branch; 6,804 at Elmwood Branch; and 1,216 at our little Ampere Branch.

During this past year 6,323 books and 443 pamphlets have been added to the Library. Of these 2,866 volumes were placed in adult departments and 3,457 in children's rooms. The large number of the latter is accounted for by the special appropriation of $2,000 granted to the Library for the purchase of school duplicates. With this special appropriation 3,212 volumes were added to the school duplicate collection, to the collection of supplementary reading for the school geography course, and to the Children's Room shelves at the Main Library.

Among many appreciated gifts we record a noteworthy addition to the Reference Room of the illustrated edition of Traill's Social England, and to the lending shelves of a number of technical books, made possible by a generous check from Miss Annie R. Shepard.

The total number of books lent in the whole library system was 235,362. This is an increase of 11,515 (or five per cent.) over 1916, but still leaves to 1915 the credit of the largest circulation on record. All of this increase was at the branches and in the Main Children's Room, there being an actual decrease in circulation of adult books at the Main Library. It is interesting to note that at Franklin and Elmwood Branches the increase of more than 1,500 each was entirely in the Children's Rooms, while at Ampere, which for the second year reports a thirty per cent. total increase, there was an increase of over a thousand in the adult department and the circulation of children's books was almost double that of 1916.

The decrease in adult circulation seems to be accounted for by our entrance into the war, and the widespread absorption of our people in the various war activities. The amount of leisure reading has lessened enormously since the beginning of the world war. Five years ago (in 1913) the number of books borrowed from the Main Library (not including the Children's Room) was 126,339. In 1917 the corresponding total was something over 100,000. All but fourteen of this difference represents the decrease in fiction borrowed, the circulation of books other than fiction remaining practically the same as in 1913.

The "information bureau" use of the Library has greatly increased. The information desk has dealt with thousands of questions, nearly two thousand of them over the telephone, while nearly twenty-four thousand persons used the Reference, Civics and Reading Rooms of the Main Library during the year, this number being about equally divided between men and women.

Miss Smith, head of the Lending Department, says in her report that "of all the war-time activities of the Library, the Lending Department was used most in connection with the exhibit of food conservation. Ever since the early spring books on gardening, on preserving and canning of fruits and vegetables, on foods and their nutritive value, have been in constant demand, vying with books of military science and books on the war for popularity. Books on business subjects had a lively use. In the autumn, copies of the list, 'Books for better business,' were sent to many business men living in East Orange, and about the same time a duplicate set of copies of more popular books on advertising and business topics were placed in a case in the Lending Department for reference use. To this there was a considerable response. The file of reserves for 'business books' grew, and additional copies were bought. More than sixty men asked for additional information, or for the purchase of books on the list, but not yet in the Library."

The yearly instruction of eighth grade pupils in the use of the Library, already referred to, was given as usual under the direction of Miss Gordon, the reference librarian. All the grade schools were visited, and sixty-two hours of instruction given at the Main Library and branches.

Thanks to the special appropriation granted by the City Council, we have been able to expand our school library collection. In the fall of 1917 collections of books were sent to Nassau and Lincoln schools, so that there are now four schools—Stockton and Columbian having had their collections for some time—which are being directly served by the Library. This year the children's librarian has visited several of the schools, giving short talks to the grades and inviting the children to the Library. The weekly story hour, with an average attendance of sixty-four at the Main Library Children's Room, was unusually successful during the winter. A boy's club was organized at the boys' request, and some of the little girls begged to form a Red Cross knitting club, which met once a week in the story hour room.

Fifteen exhibits of various kinds were held in the Exhibition Room. The East Orange Board of Health, the Diet Kitchen of the Oranges, the public schools, all held exhibits, while there have been several others of a different nature, including those of the Arts and Crafts Society and notably that of Mr. William J. Baer's paintings, when 1,048 persons visited the Exhibition Room.

Our Committee Room downstairs is being increasingly used by clubs and committees. Twenty-three different organizations used it last year eighty-eight times. Not only has the Main Library been in use for meetings, but club and campaign committees have occasionally met at the Franklin and Elmwood branches.

The Staff

The staff has suffered many changes. Seven of our best assistants in various grades resigned or were granted long leaves of absence, four for personal reasons, three for business or war work or both combined. Miss Marjorie Allen was released for the duration of the war to go to France, where she is at work under the Red Cross. Miss Sara Herron, with twelve years of most efficient and effective service, especially as librarian of Elmwood Branch, and Miss Appleton, whose ten years at the Main Library had brought her to the position of secretary to the librarian, were especially missed, the latter having administered the affairs of the library office so wisely and capably, and relieved her chief of so much responsibility as to be in reality the assistant librarian.

Since the first of January, 1918, the staff has been further depleted by the resignations of three other valued assistants, and of two senior pages who had been with us for several years, and had given most useful service. Three of these left us to accept business positions. Like scores of other libraries we are faced with a situation which substantial increases of salary alone can remedy—namely, the demand for library-trained workers in business positions, both under the government and outside of it, and the attraction for library workers on the one hand of the higher salaries offered, on the other of the opportunity to enter into work directly connected with the war.

For the same reasons it is increasingly difficult to fill vacancies. Our remaining staff have shown a most loyal willingness to help out where vacancies could not immediately be filled, and many of them have untiringly helped in whatever war work the Library had on hand.

It is with pride that we record the fact that nine at least of the boys who have in former years had page positions in the Library are now in the service, three of them "over there." Here is our roll of honor:

Thomas Francis Clark
Frederick W. Hetzel
Edward Miller
Charles Patterson
Alfred Pearson
George Selser
Samuel Selser
Norris Sherry
Frank A. Stevens

The Librarian wishes in closing to express to the Board of Trustees her hearty thanks for their cordial support of the Librarian and her staff in their endeavor continually to increase the usefulness of the Library in the City and for their ready response to all suggestions for patriotic work which the Library has undertaken.

Respectfully submitted,

LOUISE GRAHAM HINSDALE, *Librarian.*

STATISTICAL REPORT

(Based on the Form for Library Statistics Compiled by the A. L. A. Committee on Library Administration)

Annual Report for the Year Ended December 31, 1917

Population served (estimate) 43,597
Terms of use—Free for lending and reference.
Total number of agencies: Main Library 6
Branches, 3 (2 in separate buildings); Stations (1 school, 1 factory); Traveling libraries (3 schools, 1 settlement).
Number of days open during year (Main Library) 308
Hours open each week for lending (Main Library) 72
Hours open each week for reading (Main Library) 72
Total number of staff: Librarian, 21 assistants, including apprentices and several part time pages and messengers.
Total valuation of library property $206,133.36

(Note: Figures given below are for the whole library system unless otherwise stated.)

	Adult	Juvenile	Total
Number of volumes at beginning of year	38,910	9,354	48,264
Number of volumes added during year by purchase; Number of volumes added during year by gift and exchange; Number of volumes added during year by binding	2,866	3,457	6,323
Number of volumes lost or withdrawn during year	599	540	1,139
Total number at end of year	41,119	12,329	53,448
*Number of pamphlets at beginning of year	2,622	156	2,778
Number of pamphlets added during year	425	18	443
Number of pamphlets withdrawn during year	52	1	53
Total number of pamphlets at end of year	2,995	173	3,168
Number of maps added during year; Total number of maps	(Collection not fully organized)		
Number of serials added during year	....	....	190
Total number of serials at end of year	....	....	1,897
Number of prints added during year	....	....	4,937
Total number of print collection	....	....	17,075
Number of music scores added during year	....	....	44
Total number of music scores	....	....	174
Total number of volumes lent for home use	155,546	79,816	235,362
Number of volumes of fiction lent for home use	112,184	36,109	148,293
Number of prints lent for home use	....	....	2,366
Number of music scores lent	....	....	554
Number of interlibrary loans	....	....	295
Number of exhibitions held	....	....	15
Total number of registered borrowers since the opening of the library	....	....	34,517
Re-registration is in progress, so that no accurate record of active borrowers can be given.			
Registration period 3 years (with re-registration)			
Number of periodicals (including newspapers) currently received	....	....	336
Number of persons using library for reading and study (Main Library only)	....	....	23,863

For report of finances see Financial Statement for 1917 on page 15 of this report. The duplicate pay collection forms a separate account.

*The term pamphlets is used to include all unbound books regardless of the number of pages. These figures refer to catalogued pamphlets only.

OTHER STATISTICS

Analysis of Circulation

	Adult	Juvenile	Total
Main Library	100,117	29,945	130,062
Franklin Branch	17,380	13,033	30,413
Elmwood Branch	21,006	22,986	43,992
Ampere Branch	12,986	4,914	17,900
Deposit and School Stations	3,904	8,938	12,842
Traveling Libraries	153	....	153
Total	155,546	79,816	235,362

Analysis of Registration

Main Library	954	436	1,390
Franklin Branch	104	176	280
Elmwood Branch	163	308	471
Ampere Branch	132	94	226
Deposit and School Stations	80	69	149
Total	1,433	1,083	2,516

Analysis of Books Added (a)

Main Library	2,116	1,872	3,988
Franklin Branch	282	543	825
Elmwood Branch	293	894	1,187
Ampere Branch	175	148	323
Total	2,866	3,457	6,323

Analysis of Books Added (b)

	Main	F. Br.	E. Br.	A. Br.	Total
Total number of catalogued volumes, January 1, 1917	34,882	6,623	5,840	919	48,264
Number of volumes catalogued, 1917	3,988	825	1,187	323	6,323
Number of volumes withdrawn, 1917	774	108	230	27	1,139
Number of volumes transferred to	68	23	30	2	123
Number of volumes transferred from	36	63	23	1	123
Total number of catalogued volumes, January 1, 1918	38,128	7,300	6,804	1,216	53,448

FINANCIAL STATEMENT

1917 Appropriation Account

TO EXPENDITURES			Jan. 1, By Balance.	$7.16
Salaries:			March, By Budget	27,000.00
Librarian and Assts...	$13,152.11			
Janitors	2,379.52			
		$15,531.63		
Stationery and Printing		662.14		
Repair and Rebinding of Books...		1,370.77		
Maintenance:				
Buildings and grounds	$31.70			
Equipment	530.18			
		561.88		
Light		1,289.48		
*Heat		321.15		
Insurance		.....		
Other		1,450.30		
Permanent Property and Equipment:				
Books	$5,636.67			
Furniture and Fixtures	181.80			
		5,818.47		
		$27,005.82		
Balance (transferred to City Surplus Revenue account).....		1.34		
		$27,007.16		$27,007.16

1917 Treasurer's Funds

TO EXPENDITURES			Jan. 1. By Balance	$496.62
Salaries:			Jan. to Dec. By Fines, Bank Interest, Sales, etc.	1,945.82
Librarian and Assts...	$1,017.92			
Janitors	131.20			
		$1,149.12		
Stationery and Printing.....		93.32		
Repair and Rebinding of Books...		3.30		
Maintenance:				
Grounds	6.91			
Equipment	128.81			
		135.72		
Light		8.19		
Insurance		.....		
Other		452.77		
Permanent Property and Equipment:				
Books	245.72			
Furniture and Fixtures	11.25			
		256.97		
		$2,099.39		
Balance		343.05		
		$2,442.44		$2,442.44
			January 1, 1918, Balance	$343.05

*An incomplete figure, most of the winter's supply being delivered and paid for in 1918.

HISTORICAL SUMMARY

Board organized and Carnegie offer made.....January, 1900
Opening of the Library.....January 22, 1903
Opening of the Franklin Branch.....August 1, 1909
Opening of the Elmwood Branch.....January 11, 1912
Cost of sites.....$29,088.94
Cost of buildings (gift of Mr. Carnegie, $116,000).....$119,191.86
Cost of books to date.....$61,076.51
Total number of volumes added by gift and purchase from opening of the Library to December 31, 1917.....70,233
Actual number of volumes now in the Library (catalogued).....53,448
Number of borrowers registered from the opening of the library to December 31, 1917.....34,517

Circulation by year:

1903.....	total, 97,462		
1904.....	total, 115,224	increase	17,582
1905.....	total, 117,294	increase	2,070
1906.....	total, 127,055	increase	9,761
1907.....	total, 135,486	increase	7,717
1908.....	total, 152,334	increase	16,848
1909.....	total, 169,608	increase	17,274
1910.....	total, 188,867	increase	19,279
1911.....	total, 188,765	decrease	122
1912.....	total, 216,035	increase	27,270
1913.....	total, 222,949	increase	6,914
1914.....	total, 231,516	increase	8,567
1915.....	total, 252,479	increase	20,963
1916.....	total, 223,847	decrease	28,532
1917.....	total, 235,362	increase	11,515

THE ABBEY PRINTSHOP, EAST ORANGE

SIXTEENTH ANNUAL REPORT

OF THE

FREE PUBLIC LIBRARY

OF EAST ORANGE

FOR THE YEAR 1918

EAST ORANGE, NEW JERSEY

1919

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

The Main Library is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day.

On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

BRANCHES

*FRANKLIN BRANCH, corner Dodd Street and Fulton Avenue.
2 to 6 P. M. Monday, Wednesday, Friday.
2 to 9 P. M. Tuesday, Thursday, Saturday.

*ELMWOOD BRANCH, corner Elmwood Avenue and South Clinton Street.
2 to 6 P. M. Monday, Wednesday, Friday.
2 to 9 P. M. Tuesday, Thursday, Saturday.

AMPERE BRANCH, 215 North Eighteenth Street.
2 to 6 P. M. } Monday, Thursday and Saturday.
6.30 to 9 P. M. }

DEPOSIT AND SCHOOL STATIONS

SEABURY AND JOHNSON LABORATORIES, 11 A. M. to 12 M. Wednesday and Saturday (for operatives).

COLUMBIAN SCHOOL, Grove Street and Springdale Avenue.
Hours of opening arranged at the convenience of the school.

TELEPHONES

Main Library, 3617
Elmwood Branch, 3395
Franklin Branch, 348
Ampere Branch, 6636

---

*From October 28th, Branch hours:

Franklin Branch—2-9 P. M., Tuesday, Thursday, Saturday.
Elmwood Branch—2-9 P. M., Monday, Wednesday, Friday.

BOARD OF TRUSTEES

WILBUR S. JOHNSON, Appointed May 25, 1903;
Re-appointed January, 1918; term expires January, 1923.

*EDWARD W. ASHLEY, Appointed January 1, 1914;
Term expires January, 1919.

EDWARD O. STANLEY, Appointed January 22, 1900;
Re-appointed January, 1915; term expires January, 1920.

GEORGE W. KING, Appointed January 1, 1916;
Term expires January, 1921.

WILLIAM F. ETHERINGTON, Appointed January 1, 1917;
Term expires January, 1922.

HON. WORRALL F. MOUNTAIN, Mayor, Ex-Officio.

EDWIN C. BROOME, Superintendent of Schools, Ex-Officio.

PRESIDENT OF THE BOARD, EDWARD O. STANLEY.

TREASURER OF THE BOARD, WILBUR S. JOHNSON.

SECRETARY OF THE BOARD, EDWIN C. BROOME.

ASSISTANT SECRETARY, LOUISE G. HINSDALE, Librarian.

STANDING COMMITTEES

Building Committee

WILLIAM F. ETHERINGTON — EDWARD W. ASHLEY

Book Committee

EDWARD O. STANLEY — EDWIN C. BROOME

Finance Committee

WILBUR S. JOHNSON — GEORGE W. KING

Audit Committee

GEORGE W. KING — WILLIAM F. ETHERINGTON

*Mr. Charles A. Trowbridge, appointed January, 1919 (to succeed Mr. Ashley); term expires January, 1924.

FORMER TRUSTEES

FREDERICK M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903.

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

FRANK S. TISDALE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTEN
Appointed May 25, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 9, 1905, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

ALEXANDER KING
Appointed January 22, 1900; died December 5, 1913

ERNEST C. KLIPSTEIN
Appointed January 1, 1911, to January 1, 1916

JOHN C. KIRTLAND
Appointed January 1, 1912; died November 2, 1916

LIBRARY STAFF

Main Library

LOUISE G. HINSDALE, Librarian

OFFICE STAFF

ADELINE T. DAVIDSON, Secretary and Librarian's Assistant.
RAY E. HEATON
†ANNE HUBLEY (also in charge of Reading Room)

HEADS OF DEPARTMENTS

JESSIE G. SMITH, Head of Lending Department
HELEN L. JOHNSTON, Head of Cataloguing Department
ALYS M. GORDON, Head of Reference Department
*ELLEN W. PECKHAM, Children's Librarian

SENIOR ASSISTANTS

ATTALIE BUCHNER
BEATRICE DOWNS (from Dec. 1)
*KATHARINE KENDIG
CHARLOTTE KIRTLAND
CORNELIA LIVINGSTON
ANNA F. WEIBEZAHL
*AMY P. WILDEY

JUNIOR ASSISTANTS

††MARJORIE H. ALLEN
MARIAN BAKER
KATHLEEN CAPARN
ALICE H. CYPHERS
†ETHEL C. MILNE
DOROTHY NORTON
HELEN E. STALKER
*PHEBE STODDARD
EDITH HAMMACHER (Special evening assistant)

PAGES

CATHERINE CONWAY (part time)
*SADIE LIVINGSTON
MARIE TIGHE (part time)

JANITORS

EDWARD J. MOORE, Janitor
JOHN BURKE, Janitor's Assistant

FRANKLIN BRANCH

*EDITH C. MACARDELL, Branch Librarian
CHARLOTTE KIRTLAND, Acting Librarian
JOHN BURKE, Janitor

ELMWOOD BRANCH

GERTRUDE FRANCIS, Acting Librarian
*WILLIAM SIMMONS, Page and Janitor
GROVE DAY, Page and Janitor

AMPERE BRANCH

CHARLOTTE H. KIRTLAND, Branch Librarian
ATTALIE BUCHNER, Assistant

---

*Resigned
†Under appointment pending examination
††Given extended leave of absence December 1, 1917 for Red Cross work in France.

ANNUAL REPORT OF THE TRUSTEES AND OF THE LIBRARIAN

Report of the Trustees

To the Honorable Charles H. Martens,

Mayor of the City of East Orange:

Dear Sir:—We present to you herewith the report of the library for the year 1918—the sixteenth annual report of the East Orange Free Public Library—as submitted to the Board by the Librarian.

Respectfully submitted,

EDWARD O. STANLEY, *President*
WILBUR S. JOHNSON, *Treasurer*
EDWARD W. ASHLEY
WILLIAM F. ETHERINGTON
GEORGE W. KING
WORRALL F. MOUNTAIN
EDWIN C. BROOME, *Secretary*

EAST ORANGE FREE PUBLIC LIBRARY

ANNUAL REPORT FOR 1918

To the Board of Trustees of the East Orange Free Public Library:

GENTLEMEN:—I have the honor to present to you the sixteenth annual report of the librarian for the year 1918.

War Service

The war service of the Library was summarized in the preliminary report to the Mayor as follows:

During the past year the Public Library has continued to devote its resources and energies to helping in every useful way within its power the various war activities carried on in East Orange. While the net result seems but a modest one, some of the facts are worth recording:

The Main Library has been used as the local headquarters for the following campaigns:

The War Savings Stamp Campaign.
The U. S. Boys' Working Reserve, and
The Junior Industrial Army of New Jersey (these two for recruiting boys of sixteen or over for farm work).
The Women's Land Army (for recruiting women and girls for work on farms).
The Red Cross campaign for recruiting nurses.

Permanent headquarters were established at the Library for

The East Orange Unit of the Women's Committee of the Council of National Defense
The Garden Bureau

and, of course, for the Library War Service of the American Library Association.

Booths were stationed in the Main Library or branches for the Third and Fourth Liberty Loan Campaigns, for the War Savings Stamp Campaign, the Red Cross Campaign of last winter, the drive for victrola records, as well as for some of the recruiting work already mentioned. At the booth for the Third Liberty Loan subscriptions were received amounting to $62,600.00.

Subscriptions for the United War Work and other activities which had no official centre here were received and forwarded to headquarters upon request, for the convenience of our library constituents. Mite boxes on the loan desks of the Library have brought in various amounts, the largest being $141.58 for the Red Cross.

The sale of War Savings Stamps to the public, as well as to the members of the East Orange Library Staff War Savings Society, had amounted on December 31 to the following figures:

Total Thrift Stamps sold	3,793
Total War Savings Stamps sold	184
Total exchanges	191
Total value	$1,817.37

During the summer vacation, 1,291 Thrift Stamps and 55 War Savings Stamps were sold to pupils of the public schools, credited to their respective schools, and reported to the schools in September.

Other enterprises were undertaken by the Library as follows:

In 1918, 146 hours were given to the work of the Local Draft Board by library assistants. The total time given since the first draft work began, 400 hours, is the equivalent of ten weeks work by one assistant.

The Library's roster of East Orange men in service has been constantly under revision so far as information could be obtained. It now contains 1,367 names.

A district or zoning plan for house-to-house canvassing (the second one made by the Library) was prepared at the request of the local committee for the United War Work Campaign.

The first zoning plan, used several times in whole or in part, was revised. The two plans are different in character. Both are available for future peace-time uses.

The committee room of the Library has been used 99 times by 26 organizations. It is the regular place of meeting for the Women's Committee of National Defense.

The receiving room in the basement, besides serving as usual as a polling place for the regular elections, has been in use for all the draft registrations.

The exhibition room has served as campaign headquarters, as a distributing centre for publicity work, and for displaying war posters. It was accepted this fall as the permanent headquarters of the Women's Committee of National Defense.

Campaign literature, and pamphlets and leaflets giving information in connection with the food conservation and war garden undertakings, have been constantly and lavishly distributed in all departments and branches.

The "War bulletin board," with notices, directory of local war work offices and officers and other information, and the large map of the western front, with its moving line of battle, were watched with interest and proved useful to many visitors.

Collection and preservation of material for local history of the war period has been begun.

Garden Bureau

The Garden Bureau, in charge of Mr. H. M. Cubberley, supervisor of school gardens, by invitation of the Library established headquarters there in the spring. It grouped together several enterprises:—

A recruiting service for the U. S. Boys' Working Reserve and the similar state enterprise already alluded to.

The U. S. School Garden Army, eventually numbering 696 "garden soldiers" in East Orange.

The "Demonstration Garden" on the Peirce property in the rear of the library building, financed by the Woman's Club of Orange, and managed by the Women's Committee of National Defense, with Mr. Cubberley as director.

An information service for inexperienced gardeners of all ages.

Seed distribution.

Distribution of gardening pamphlets and helps of various kinds.

A reference and loan collection of books and pamphlets furnished by the Library.

A bulletin board; and a map, made for Mr. Cubberley at the Library, locating every school garden.

The garden enterprise in East Orange received high praise from a government inspector, and was described in an article in the October "U. S. School Garden Army Number" of "School Life," (the new official organ of the U. S. Bureau of Education). This article, entitled "The East Orange Regi-

ment," states that "East Orange, under direction of Mr. H. M. Cubberley .... conducted a most successful campaign"; commends the "close co-operation .... created between the Board of Education, the Trustees of the Public Library, and the Woman's Club of the Oranges"*; devotes a fourth of its space to the Public Library's share in the work, and concludes by saying "the unity of civic effort was noteworthy .... insured success and made future growth certain."

A. L. A. War Service

Under the Library War Service of the American Library Association, the East Orange Public Library:

Received from residents of East Orange and sent to camps, hospitals, posts, ships and overseas a total of 16,267 books and 4,038 magazines.

Sorted and prepared, with some volunteer assistance, all these books and magazines before shipment.

Sold for old paper all unsuitable books and magazines and used the proceeds for new books or magazine subscriptions especially needed.

Gave a choice of novels from the camp collection to the groups of drafted men leaving East Orange, with a French manual for each man.

Gave help at various times to the A. L. A. Dispatch Office at Hoboken, and to the hospital libraries at Lakewood and Colonia.

Took part in the United War Work Campaign by publicity for the A. L. A. War Service and by a big piece of work done for the local campaign committee in making a zoning plan and maps for the campaign canvass.

Regular Work of the Library

During the year the Library, with its three branches, lent 222,188 books, and registered 2,072 new borrowers. The re-registration begun in 1916 has not yet completed its first three-year period, but so far the total number of active borrowers (that is, borrowers registered or re-registered since the middle of 1916) is nearly 15,000, or one-third of the total population of East Orange.

The decrease of over 13,000 in total circulation (accounted for by reasons given below) was half in the use of fiction, while the decrease reported by the Main Library adult department was almost wholly in fiction. The circulation of periodicals was less than formerly. History has—naturally enough—almost doubled its circulation this year. The demand for technical books is growing.

Although somewhat interfered with by the influenza epidemic, the instruction of eighth grade pupils in the use of books and libraries for the current school year was carried out as usual. Six school talks were given, and fifteen classes, comprising about 600 boys and girls, came to the Library for their reference lessons. About eighty hours of library assistants' time is required to complete this course of work for the schools.

The catalogue department, besides cataloguing 4,503 new books (1,778 new titles, 2,725 duplicates or replacements) has done a great deal of catalogue revision, and this under difficulties, for the department has been very

*The Women's Committee of National Defense and the separate ward organizations of women war workers should be included.

short of assistance much of the time. The experiment tried this season of employing High School seniors from the Commercial Department for two hours every afternoon to type catalogue cards has worked out fairly well.

In addition to her usual duties, Miss Johnston, head of the catalogue department, undertook last summer an arduous though interesting task, requiring much time and skill—the indexing of the new edition of the city ordinances. It was a source of gratification to the Library to be asked by the Ordinance Committee of the City Council to do the work and to receive their cordial approval of it when finished, for the Library is always glad of an opportunity to make itself useful to the City Hall.

The yearly inventory was omitted and other routine matters compressed or postponed altogether in the interest of war-time matters,—a fact which we shall have to reckon with in the coming year.

The Library has received some notable gifts and loans. Among them is a collection of history and general literature from the library of the late Dr. James F. Riggs, containing 276 volumes and 11 pamphlets, presented by the Rev. James F. Riggs, Jr. Dr. James M. Ludlow presented us with 150 volumes from his own library.

As an indefinite loan, the "Pedagogical Library" belonging to the East Orange Board of Education, consisting of 187 volumes, has been received. These books were formerly housed in the office of the Superintendent of Schools, but it was thought that they would be more useful to the teachers of East Orange if added to the collection of books on education at the Public Library. Another collection lent to the Library for an indefinite period consists of the 123 volumes and 11 pamphlets in Greek and on Greek subjects, originally belonging to Dr. Riggs, given by his son to the Essex County Greek Club and deposited in the Library by the Club, through Mr. William O. Wiley. Both these loans are practically gifts to the Library.

Among the many war posters (171) collected from various sources, some were gifts from collectors, others came to us for the asking. Some were foreign,—Canadian, English, French. The majority, of course, were the posters issued for our own campaigns.

An unusual and interesting gift was a German machine gun presented to the Library by those who bid it in at auction during the Fourth Liberty Loan Campaign.

The regular service of the Library has been maintained with some difficulty owing to vacancies and many changes in the staff, to war conditions, and to the pressure of unusual demands.

For these reasons it has seemed necessary (for the present) to shorten branch library hours to some extent. Normally we have 500 hours per week of time to be covered at those of our desks which are points of contact with the public, not counting stations outside our main library and three branches. This means the full time of twelve assistants for public desk duty only. The necessary work in departments behind the scenes must also be accomplished. By opening our larger branches (temporarily) for three days each instead of six, our schedule has been much lightened.

The Library's contribution toward coal conservation last winter consisted in closing the Elmwood and Franklin Branch buildings from January 9 to March 15, and in closing the Main Library at 6 P. M. on four days a week; also in the use of wood in our steam heating plant for some weeks, only enough coal being used to bank the fires at night.

The closing down of branches last winter, and the partial closing this season, together with popular fear of the influenza epidemic, have contributed toward a decrease of over 13,000 in the total circulation for the year.

The Staff

Like most other libraries, we have suffered through the depletion of our staff on account of the war. More than fifty per cent. of the assistants whose names have appeared on the payroll within the last two years have resigned, most of them to take up war work, or business positions connected with the war. The resignations in 1918 included such valued workers as Miss Wildey, Reading Room Librarian; Miss Peckham, Children's Librarian; Miss Macardell, Branch Librarian and Miss Kendig, first assistant in the lending department.

It has proved exceedingly difficult, in some cases impossible, to fill the vacancies in the higher grade positions. Three of the positions just referred to are still unfilled, and we have been without a children's librarian for some months. No apprentice class was forthcoming this year from which to recruit our juniors.

In spite of a good deal of limping at times, we have been able to carry on after a fashion, and to meet the special demands of wartime, although at some cost to the branch work. That this was possible is largely due to the splendid effort and the loyalty of the staff, those who remained with us having risen to every occasion with unfailing helpfulness.

It has been a great privilege to administer a public library in wartime with such sympathy and support from the Board of Trustees and from the staff as has been given to your librarian.

We made in 1918 some increases in salary, and toward the close of the year the City Council generously voted our largely increased budget for 1919, which was planned to include salary increases for all the regular staff from the beginning of the year.

Respectfully submitted,

LOUISE GRAHAM HINSDALE, *Librarian.*

STATISTICAL REPORT

(Based on the Form for Library Statistics Compiled by the A. L. A. Committee on Library Administration)

Annual Report for the Year Ended December 31, 1918

Population served (estimate) 46,550
Terms of use—Free for lending and reference.
Total number of agencies: Main Library 6
Branches, 3 (2 in separate buildings); Stations (1 school, 1 factory); Traveling libraries (3 schools, 1 settlement).
Number of days open during year (Main Library 306
Hours open each week for lending (Main Library) 72
Hours open each week for reading (Main Library) 72
Total number of staff: Librarian, 21 assistants, including apprentices, and several part time pages and messengers.
Total valuation of library property $206,133.36
(Note: Figures given below are for the whole library system unless otherwise stated.)

	Adult	Juvenile	Total
Number of volumes at beginning of year	41,119	12,329	53,448
Number of volumes added during year by purchase; Number of volumes added during year by gift and exchange; Number of volumes added during year by binding	3,600	903	4,503
Number of volumes lost or withdrawn during year	746	722	1,468
Total number at end of year	43,973	12,510	56,483
*Number of pamphlets at beginning of year	2,967	179	3,146
Number of pamphlets added during year	300	18	318
Number of pamphlets withdrawn during year	31	4	35
Total number of pamphlets at end of year	3,237	192	3,429
Number of maps added during year; Total number of maps	(Collection not fully organized)		
Number of serials added during year	573	107	680
Total number of serials at end of year	2,464	207	2,671
Number of prints added during year	....	....	3,905
Total number of print collection	....	....	20,980
Number of music scores added during year	16	2	18
Total number of music scores	573	107	680
Total number of volumes lent for home use	147,021	75,167	222,188
Number of volumes of fiction lent for home use	106,422	34,688	141,110
Number of prints lent for home use	....	....	878
Number of music scores lent	....	....	451
Number of interlibrary loans	....	....	157
†Number of exhibitions held	....	....	2
Number of borrowers registered during year	....	....	2,768
Total number of registered borrowers (active)	....	....	14,930
Total number of registered borrowers since the opening of the library	....	....	37,285
Registration period 3 years (with re-registration)			
Number of periodicals (including newspapers) currently received	....	....	329
Number of persons using library for reading and study (Main Library only)	....	....	20,534

For report of finances see Financial Statement for 1918 on page 14 of this report. The duplicate pay collection forms a separate account.

*The term pamphlets is used to include all unbound books regardless of the number of pages. These figures refer to catalogued pamphlets only.

†Exhibition Room used chiefly for local war activities.

OTHER STATISTICS

Analysis of Circulation

	Adult	Juvenile	Total
Main Library	99,615	30,362	129,977
Franklin Branch	15,120	12,806	27,926
Elmwood Branch	16,652	19,801	36,453
Ampere Branch	12,264	6,779	19,043
Deposit and School Stations	3,260	5,419	8,679
Traveling Libraries	110	....	110
Total, 1918	147,021	75,167	222,188

Analysis of Registration

Main Library	1,291	407	1,698
Franklin Branch	148	182	330
Elmwood Branch	180	258	438
Ampere Branch	155	82	237
Deposit and School Stations	49	16	65
Total, 1918	1,823	945	2,768

Analysis of Books Added (a)

Main Library	2,235	340	2,575
Franklin Branch	304	225	529
Elmwood Branch	833	231	1,064
Ampere Branch	228	107	335
Total, 1918	3,600	903	4,503

Analysis of Books Added (b)

	Main	F. Br.	E. Br.	A. Br.	Total
Total number of catalogued volumes, January 1, 1918	38,128	7,300	6,804	1,216	53,448
Number of volumes catalogued, 1918	2,575	529	1,064	335	4,503
Number of volumes withdrawn, 1918	887	194	311	76	1,468
Number of volumes transferred to..	273	5	....	....	278
Number of volumes transferred from	6	266	2	4	278
Total number of catalogued volumes, January 1, 1919	40,083	7,374	7,555	1,471	56,483

FINANCIAL STATEMENT

1918 Appropriation Account

TO EXPENDITURES				
Salaries:			Feb. 6, by Budget	$25,500.00
Librarian and Assts.	$13,078.77			
Janitors	2,340.00			
		$15,418.77		
Stationery and Printing.....		729.34		
Repair and Rebinding of Books		1,467.80		
Maintenance:				
Equipment		504.52		
Light		711.35		
Heat		1,369.51		
Insurance		.....		
Other		973.09		
Permanent Property and Equipment:				
Books	$3,957.20			
Furniture and Fixtures	366.55			
		4,323.75		
		$25,498.13		
Balance (transferred to City Surplus Revenue account).....		1.87		
		$25,500.00		$25,500.00

1918 Treasurer's Funds

TO EXPENDITURES				
Salaries:			Jan. 1, By Balance	$343.05
Librarian and Assts.	$672.70		Jan. to Dec. By Fines, Bank Interest, Sales, etc.	1,807.60
Janitors	49.07			
		$721.77	Difference on W. S. S. in hands of Librarian for sale Dec. 31, 1918, exchanged for 1919 issue..	.79
Stationery and Printing.....		166.88		
Repair and Rebinding of Books..		2.35		
Maintenance:				
Grounds	$13.50			
Equipment	162.65			
		176.15		
Light		8.66		
Insurance		....		
Other		646.84		
Permanent Property and Equipment:				
Books	$194.05			
Furniture and Fixtures	....			
		194.05		
		$1,916.70		
Balance (transferred to City Surplus Revenue account).....		234.74		
		$2,151.44		$2,151.44

HISTORICAL SUMMARY

Board organized and Carnegie offer made.....January, 1900
Opening of the Library.....January 22, 1903
Opening of the Franklin Branch.....August 1, 1909
Opening of the Elmwood Branch.....January 11, 1912
Cost of sites.....$29,088.94
Cost of buildings (gift of Mr. Carnegie, $116,000).....$119,191.86
Cost of books to date.....$65,227.76
Total number of volumes added by gift and purchase from opening of the Library to December 31, 1918.....74,736
Actual number of volumes now in the Library (catalogued).....56,483
Number of borrowers registered from the opening of the library to December 31, 1918.....37,285

Circulation by year:

1903.....	total, 97,462		
1904.....	total, 115,224	increase	17,582
1905.....	total, 117,294	increase	2,070
1906.....	total, 127,055	increase	9,761
1907.....	total, 135,486	increase	7,717
1908.....	total, 152,334	increase	16,848
1909.....	total, 169,608	increase	17,274
1910.....	total, 188,887	increase	19,279
1911.....	total, 188,765	decrease	122
1912.....	total, 216,035	increase	27,270
1913.....	total, 222,949	increase	6,914
1914.....	total, 231,516	increase	8,567
1915.....	total, 252,479	increase	20,963
1916.....	total, 223,847	decrease	28,632
1917.....	total, 235,362	increase	11,515
1918.....	total, 222,188	decrease	13,174

Total circulation for 16 years.....2,671,471
Average per year.....166,967

THE ABBEY PRINTSHOP
EAST ORANGE

SEVENTEENTH ANNUAL REPORT

OF THE

FREE PUBLIC LIBRARY

OF EAST ORANGE

FOR THE YEAR 1919

EAST ORANGE, NEW JERSEY
1920

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

The Main Library is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day.

On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

BRANCHES

FRANKLIN BRANCH, corner Dodd Street and Fulton Avenue.
2 to 6 P. M. Monday, Wednesday, Friday.
2 to 9 P. M. Tuesday, Thursday, Saturday.

ELMWOOD BRANCH, corner Elmwood Ave. and S. Clinton St.
2 to 6 P. M. Tuesday, Thursday, Saturday.
2 to 9 P. M. Monday, Wednesday, Friday.

AMPERE BRANCH, 215 North Eighteenth Street.
2 to 6 P. M. }
6:30 to 9 P. M. } Monday, Thursday and Saturday.

DEPOSIT AND SCHOOL STATIONS

SEABURY AND JOHNSON LABORATORIES, 11 A. M. to 12 M. Saturday (for operatives).

COLUMBIAN SCHOOL, Grove Street and Springdale Avenue.
Hours of opening arranged at the convenience of the school.

TELEPHONES

Main Library, 3617
Elmwood Branch, 3395
Franklin Branch, 348
Ampere Branch, 6636

BOARD OF TRUSTEES

*EDWARD O. STANLEY, Appointed January 22, 1900; Re-appointed January, 1915; term expires January, 1920.

GEORGE W. KING, Appointed January 1, 1916; Term expires January, 1921.

WILLIAM F. ETHERINGTON, Appointed January 1, 1917; Term expires January, 1922.

WILBUR S. JOHNSON, Appointed May 25, 1903; Re-appointed January, 1918; term expires January, 1923.

CHARLES A. TROWBRIDGE, Appointed January 1, 1919; Term expires January, 1924.

HON, CHARLES H. MARTENS, Mayor, Ex-Officio.

EDWIN C. BROOME, Superintendent of Schools, Ex-Officio.

PRESIDENT OF THE BOARD, EDWARD O. STANLEY.

TREASURER OF THE BOARD, WILBUR S. JOHNSON.

SECRETARY OF THE BOARD, EDWIN C. BROOME.

ASSISTANT SECRETARY, LOUISE G. HINSDALE, Librarian.

STANDING COMMITTEES

Finance Committee

WILBUR S. JOHNSON — GEORGE W. KING

Audit Committee

GEORGE W. KING — WILLIAM F. ETHERINGTON

Building Committee

WILLIAM F. ETHERINGTON — CHARLES A. TROWBRIDGE

Book Committee

EDWARD O. STANLEY — EDWIN C. BROOME

*Re-appointed January, 1920; term expires January, 1925.

FORMER TRUSTEES

FREDERICK M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

FRANK S. TISDALE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTIN
Appointed May 25, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 9, 1905, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

ALEXANDER KING
Appointed January 22, 1900; died December 5, 1913

ERNEST C. KLIPSTEIN
Appointed January 1, 1911, to January 1, 1916

JOHN C. KIRTLAND
Appointed January 1, 1912; died November 2, 1916

EDWARD W. ASHLEY
Appointed January 1, 1914, to January 1, 1919

LIBRARY STAFF

Main Library

LOUISE GRAHAM HINSDALE, Librarian

OFFICE STAFF

ADELINE T. DAVIDSON, Secretary and Assistant to the Librarian

ATTALIE BUCHNER — RAY E. HEATON — ANNE HUBLEY

HEADS OF DEPARTMENTS

JESSIE G. SMITH, Head of Lending Department

*HELEN L. JOHNSTON BROWNE, Head of Cataloguing Department (to Dec. 1)

ALYS M. GORDON, Head of Reference Department

———— Children's Librarian (vacancy)

BEATRICE DOWNS, Acting Children's Librarian

SENIOR ASSISTANTS

†MARJORIE H. ALLEN (from Nov. 1)
ALICE H. CYPHERS
BEATRICE DOWNS
GERTRUDE FRANCIS
*CHARLOTTE KIRTLAND (to April 19)
CORNELIA LIVINGSTON
†ETHEL C. MILNE
DOROTHY G. NORTON
†MARGARET L. REAZOR (from Oct. 6)
†ANNA F. WEIBEZAHL
*†OLIVE WILDE (From March 1 to Dec. 31)

JUNIOR ASSISTANTS

MARIAN BAKER
*KATHLEEN CAPARN (to Sept. 15)
*HELEN E. STALKER (to Sept. 24)
†EDITH HAMMACHER (Special evening assistant)

TRAINING CLASS, 1919-1920

VIRGINIA GOULD — ELIZABETH R. WURTS

PAGES

†KATHERINE CONWAY — †ABBIE HOLLINGSHEAD
†DOROTHY WATSON

JANITORS

EDWARD J. MOORE, Janitor
JOHN BURKE, Janitor's Assistant

‡FRANKLIN BRANCH

*†CHARLOTTE KIRTLAND, Acting Branch Librarian (to April 19)
MARY L. DODD, Branch Librarian (from October 1)
†MARGARET L. REAZOR, Assistant
JOHN BURKE, Janitor

‡ELMWOOD BRANCH

GERTRUDE FRANCIS, Acting Branch Librarian (to May 1)
ANNETTE REYNAUD, Acting Branch Librarian (from Oct. 1)
†DOROTHY G. NORTON, Assistant
†ETHEL C. MILNE, Assistant
*GROVE DAY, Page and Janitor (to Oct. 1)
LESTER W. HOLDEN, Janitor (from Oct. 1)

‡AMPERE BRANCH

*†CHARLOTTE H. KIRTLAND, Branch Librarian (to April 19)
*†OLIVE WILDE, Acting Branch Librarian (from April 19 to Dec. 31)
†RUTH PEEL, Assistant

---

*Resigned.
†On part time.
‡Under the direct supervision of the Head of the Lending Department at the Main Library from May to October.

ANNUAL REPORT OF THE TRUSTEES AND OF THE LIBRARIAN

Report of the Trustees

To the Honorable Charles H. Martens,
Mayor of the City of East Orange:

Dear Sir:—We present to you herewith the report of the Library for the year 1919—the seventeenth annual report of the East Orange Free Public Library—as submitted to the Board by the Librarian.

Respectfully submitted,

EDWARD O. STANLEY, *President*
WILBUR S. JOHNSON, *Treasurer*
WILLIAM F. ETHERINGTON
GEORGE W. KING
CHARLES A. TROWBRIDGE
CHARLES H. MARTENS
EDWIN C. BROOME, *Secretary*

EAST ORANGE FREE PUBLIC LIBRARY

ANNUAL REPORT FOR 1919

To the Board of Trustees of the East Orange Free Public Library:

GENTLEMEN:—I have the honor to present to you the seventeenth annual report of the Library, for the year 1919, the tenth report under the administration of your present librarian.

The preliminary report sent to the Mayor on January 1, 1920, was substantially as follows:

> DEAR SIR:—I have the honor to submit to you a preliminary report of the work of the Free Public Library of East Orange for the year 1919.
>
> The Library has broken its record for circulation of books, and for the second time in its history the number of books borrowed (262,259) has passed the quarter million mark. This is an increase of 9,780 over the previous largest circulation, in 1915, and an increase of 40,071 over the total for 1918, or nineteen per cent. It means that 130 more books were borrowed each day during the past year than during the year before.
>
> The branches carried 44 per cent. of the total circulation.
>
> At the Main Library the Children's Room circulation is one-fifth of the total, at Franklin and Ampere Branches about one-third, while at Elmwood Branch it is more than one-half. Elmwood Branch also shows the highest percentage of increase (26) and the lowest percentage of fiction (60.5). The percentage of fiction for the system is 65.
>
> Two out of every five residents of East Orange are active users of the Library, the latter numbering more than 18,000. Nearly 40 per cent. of these names are registered at the branches.
>
> The total number of visitors to the Main Library Reading and Reference Rooms was 21,451. While last year women slightly outnumbered men in the use of the Reading Room, in 1919 the case was reversed, the men constituting over 52 per cent.
>
> Upwards of 4,600 books were added to the Library, and 2,518 worn out and discarded, making a net gain of 2,087 volumes. The actual number of books now on the shelves is 59,001.
>
> Gifts to the Library included 1,043 volumes and 1,109 pamphlets.
>
> The Library buildings were thoroughly overhauled and repaired during the summer.
>
> The use of the Library by returned soldiers is not spectacular, but is worthy of mention. Nearly one-half the men on the East Orange roster were formerly registered at the Library, and a gratifying number of others have responded to invitations to make use of it. Their reading is generally for self-improvement. Among the ex-service borrowers are colored men, a few Italians and others who have acquired the reading habit in their camp life.

The War Service of the American Library Association having just wound up its affairs, its books have been distributed among permanent army and navy camps and posts, and also to the Public Library Commissions of the various states for the use of ex-service men. The New Jersey Library Commission has just deposited in the East Orange Public Library a collection of 125 technical books in order that East Orange's former fighting men may have access to them.

A good deal of material in the various local war activities has been collected and roughly classified and filed for permanent preservation. It includes reports, files of certain organizations, programs, photographs, newspaper clippings, dodgers, printed matter of different kinds, badges, buttons, etc. This collection is a growing one and will be available to the public. It is hoped that the Public Library will eventually be made the repository of such material for the use of future local historians. In connection with this is the roster of East Orange men in service, not yet fully complete or accurate, but containing some 1,500 names.

A special report of the receipt and distribution of books and magazines given by East Orange residents, sorted at the Library and distributed to camps, hospitals, etc., from the beginning of this service in 1917 to date, is appended to this report. The total number of books so distributed is nearly 20,000—a good record for our town.

The Library has continued to sell Thrift and War Savings Stamps, the total number sold from the beginning of the sales to date being as follows: 4,330 Thrift Stamps, 250 War Savings Stamps and 215 exchanges.

The districting plans and maps prepared at the Library for war campaign canvassing are proving useful for other than wartime purposes, having been borrowed by five different organizations during the year, and used in whole or in part for almost every big local campaign in 1919.

The following special collections, much used by the public and costing the Library practically nothing, were greatly strengthened in the past year:

1. The picture collection, used chiefly (and constantly) by the schools, now numbers over 25,000 prints, mounted and filed by subject.

2. The poster collection, numbering about 700 examples of war posters of our own and the allied nations, with other foreign posters.

3. Three vertical file collections of pamphlet and other fugitive material. One of these is in the Reference Room, one in the Civics Room, and one, recently established, in the Lending Department. The latter, containing material for circulation, is actively used.

The necessity for increasing salaries in order to maintain an efficient staff has been more and more evident to the library administration, as to other city departments. The increases made possible by the larger city appropriation granted for 1919, and the generous appropriation just approved for the budget of 1920, will undoubtedly bear fruit in better morale in the staff and better service to the public.

Respectfully submitted,

LOUISE GRAHAM HINSDALE,
Librarian.

The Library and the Census

The figures of the new census having been recently published, it is a natural impulse to see how we measure up to them.

The Library was opened in January, 1903. Here are some interesting comparisons:

Population:

Census of 1900	21,506
Estimate for 1903	23,000
Census of 1920	50,587
Increase since 1900	135.2 per cent.
Increase since 1903	Approximately 120 per cent.

Library circulation:

No. of books borrowed in 1903	97,462
No. of books borrowed in 1919	262,259
Increase in circulation over 1903	169 per cent.

Registration:

No. of registered borrowers at end of 1903 (26% of the population)	5,905
No. of active borrowers at end of 1919 (36% of the population)	18,165
Increase in number of active borrowers from 1903 to 1920	207 per cent.

I may be pardoned for noting also that the salary budget, after making due allowance for increase in size of staff, had increased but little over ninety per cent. up to January 1, 1920, as compared with the much larger percentages given above. Owing to substantial increases the budget for 1920 would, however, make a better showing, though still falling below all the other figures in percentage of increase.

The Library and the Staff

The shortage of library workers and the difficulty of keeping a staff together has been further illustrated in the past year and in the present season. Two juniors left us, both for largely increased salaries, and matrimony continued its fatal work—one senior and one head of department having married during the year. The loss of our head cataloguer, Miss Johnston, now Mrs. Browne, is keenly felt, both for her own sake and because cataloguers are extremely difficult to secure. Only a few weeks after the departure of Mrs. Browne, who had endeared herself to everybody and had proved herself one of the most efficient persons we ever had on the staff, another blow fell upon the library (and the librarian) in the resignation, taking effect February 1, 1920, of Miss Jessie G. Smith, the head of our lending department. Miss Smith had been connected with the staff from its beginning, and had constantly grown in usefulness and in the respect and affection of staff and public in her eighteen years of service here. She goes to accept the interesting position of librarian at the Edison laboratories in West Orange.

It is with great satisfaction, however, that we have been able to place the branches on a better footing this year. With the resumption in October of the former schedule of hours and service, curtailed during the war, and the settlement of a trained and experienced librarian at each of the larger branches, we feel that our troubles are over so far as they are concerned, and that we can give the branch communities the service which they have a right to expect from us. Miss Mary Lillian Dodd, of Franklin Branch, is a graduate of the Pratt Institute Library School, with experience as librarian in New York State, and Miss Burdick, the new head of Elmwood Branch, received her training in the Library School of the New York Public Library, and afterward served in one of the New York branches.

At the time this report goes to press, the senior staff is to be further depleted, in spite of recent salary increases, and it seems increasingly important that salaries should be placed on such a basis that we can hold our own people and attract others. In the five and a half years since January 1, 1915, we have lost 22 assistants—or 63 per cent. of the number of names on our roll during that period. Such changes are obviously injurious to the Library's usefulness.

Several of the staff have taken advantage (in their own time) of opportunities to improve themselves this winter, by attending special courses at Columbia, at the New York Public Library, and at the Newark Public Library.

The Librarian was granted a leave of absence to take a three months' term of service as A. L. A. Librarian at U. S. General Hospital No. 11 at Cape May, from March 1 to June 1, 1919. In her absence, Miss Smith, Head of the Lending Department, was acting librarian. On April 1, Miss Beatrice Downs of the library staff was also allowed an absence of two months to serve as assistant at Cape May.

The Library and the Children

The Children's Department is flourishing. The increase in circulation at branches was large. A small decrease of circulation at the Main Library Children's Room is fully accounted for by the seven days' closing while the walls were being painted. The Acting Children's Librarian, Miss Downs, says in her report, "A character from one of the popular books could weave a more interesting story about the Children's Room statistics than anyone else possibly could. Pinocchio could tell of the many times he left the Library under

the arm of a mortal child, rubbing sides with his less popular shelf-mates. Tom Sawyer could easily make one forget the decrease in circulation by narrating his adventures as a popular hero. The front door might grumble about the many times his new coat was nearly ruined by impatient thumps and shakes during the seven days that the Library was closed."

We have had several good story-tellers on the staff, and the story-hours have been well planned and well attended. The average attendance at the Main Children's Room was 21, at Elmwood 25, and at Franklin 50. (These branch figures, however, do not refer to the full year.) During the summer months stories were told at the playgrounds and summer schools instead of at the Library or Branches.

Nearly one-third of the total active registration is in the children's rooms. Twelve hundred children registered in 1919. Our foreign population is small, but at Elmwood Branch the proportion of children with Italian names is nearly one in five. At the Main Library Children's Room about one child in twenty is colored.

The instruction of upper grade pupils in the use of the Library continues to show excellent results and is carried on in substantially the same way as that described in previous reports.

The Library has never applied any special stimulus to school circulation, believing that in a town of this size the pupils should rather be encouraged to go to one of the library children's rooms for their books than to depend altogether upon the school for their reading. The school circulation, however, increased enormously during the year—133 per cent.—due to the placing of classroom libraries in two more schools, as well as increasing the number of books in the other schools. At Columbian School station, which is conducted on the lines of a small branch, more than one-third as many books were lent for home use as in the year before. This school is farther from any library agency than the other schools.

Other Library Matters

Eight exhibits were shown in the Exhibit Room and four elsewhere in the main building. The total attendance was not far from 4,000. The exhibition drawing the largest number of visitors (1,250) was the collection of war relics kindly lent by Mr. Robert Arrowsmith of Orange. The beautiful photographic prints on the western wall of the Reading Room, placed there by the Orange Camera Club, and changed from time to time, are a source of enjoyment to our readers.

More than 1,000 books and twice as many pamphlets and periodicals were received as gifts, as well as 62 posters, a quantity of good music, bound and unbound, books for the blind, maps and pictures, and other gifts miscellaneous in character. The library receives much that is valuable in the course of a year, and these gifts are appreciated.

Respectfully submitted,

LOUISE GRAHAM HINSDALE,

Librarian.

EAST ORANGE PUBLIC LIBRARY
A. L. A. WAR SERVICE

Report of Books Received and Distributed

From September 1, 1917, to December 31, 1919

	Books	Magazines
Received from residents of East Orange, N. J.	22,264	85,897
Distributed to camps, hospitals, etc.	19,786	19,559

Total receipts from sale of useless magazines and books as old paper	$291.20
Total disbursements to date from this fund, for new books and magazines most called for	291.20

Analysis of distribution of books and magazines sent to camps and hospitals, etc:

	Books	Magazines
A. L. A. Dispatch Office, Hoboken, N. J. (including 977 collected by East Orange High Schools)	3,902	225
Amatol, Y. M. C. A., Hammonton, N. J.	500	----
Ampere Community House (girl munition workers)	60	----
Army and Navy Club, Perth Amboy, N. J.	300	----
Caldwell Rifle Range	239	----
Camp Dix, Wrightstown, N. J.	4,302	1,910
Camp Kendrick, Lakehurst, N. J.	300	----
Camp Lee, Petersburgh, Va.	----	100
Camp McClellan, Anniston, Ala.	276	----
Camp Merritt, Tenafly, N. J.	5,359	12,836
Camp Raritan, Metuchen, N. J.	582	----
Camp Upton, N. Y. (by request)	----	300
Camp Vail, Little Silver, N. J.	100	----
East Orange—Drafted men	345	50
Embarkation Hospital No. 1, Hoboken, N. J.	----	1,535
Fort Hancock, N. J.	2,014	131
National Guard Armory, New Brunswick, N. J.	100	----
National League for Women's Service Canteen near Colonia	25	----
Naval Training Station, Cape May, N. J.	335	256
Port Newark, Y. M. C. A.	150	----
Red Cross, Ellis Island (by request)	15	185
U. S. General Hospital No. 11, Cape May, N. J.	106	1,593
U. S. S. Leviathan	300	----
Miscellaneous, including gifts to individual sailors, clubs, etc.	476	1,438
Total number distributed	19,786	19,559

Note:—The Library also received and distributed 72 scrapbooks, 68 records, 11 music rolls and 96 games, boxing gloves, etc.

STATISTICAL REPORT

(Based on the Form for Library Statistics Compiled by the A. L. A. Committee on Library Administration)

Annual Report for the Year Ended December 31, 1919

Population served (Census of 1920)	50,587
Terms of use—Free for lending and reference.	
Total number of agencies, exclusive of classroom and traveling libraries	6
Main Library and 3 Branches (2 in Carnegie buildings); 2 Stations (1 school, 1 factory); Classroom and traveling libraries, 4 schools, 6 firehouses).	
Number of days open during year (Main Library	309
Hours open each week for lending (Main Library)	72
Hours open each week for reading (Main Library)	72
Total number of staff: Librarian, 21 assistants*, including apprentices; and several part time pages and messengers.	
Total valuation of library property	$223,813.76

(Note: Figures given below are for the whole library system unless otherwise stated.)

	Adult	Juvenile	Total
Number of volumes at beginning of year	43,973	12,510	56,483
Number of volumes added during year by purchase	2,859	810	3,669
Number of volumes added during year by gift and exchange	419	62	481
Number of volumes added during year by binding	396	59	455
Number of volumes lost or withdrawn during year	1,283	804	2,087
Total number at end of year	46,364	12,637	59,001
†Number of pamphlets at beginning of year	3,237	192	3,429
Number of pamphlets added during year	341	15	356
Number of pamphlets withdrawn during year	27	----	27
Number of pamphlets at end of year	3,551	207	3,758
Number of maps added during year / Total number of maps	(Collection not fully organized)		
Number of serials added during year	396	59	455
Total number of serials at end of year	2,860	266	3,126
Number of prints added during year	----	----	4,425
Number of prints in collection	----	----	25,405
Number of music scores added during year	9	----	9
Total number of music scores	582	107	689
Total number of volumes lent for home use	175,891	86,368	262,259
Number of volumes of fiction lent for home use	132,100	38,475	170,575
Number of prints lent for home use	----	----	1,167
Number of music scores lent	----	----	593
Number of interlibrary loans	----	----	163
Number of exhibitions held (in Exhibition Room)	----	----	11
Number of borrowers registered during year (including renewals)	----	----	4,512
Total number of registered borrowers (new series; active)	----	----	18,165
Number of periodicals (including newspapers currently received)	311	12	323
Number of persons using library for reading and study (Main Library only)	----	----	21,661

For report of finances see Financial Statement on page 15 of this report

*Number of staff is equivalent to 21 full time assistants.

†The term pamphlets is used to include all unbound books regardless of the number of pages. These figures refer to catalogued pamphlets only.

OTHER STATISTICS

Analysis of Circulation for 1919

	Adult	Juvenile	Total
Main Library	116,800	29,577	146,377
Franklin Branch	19,900	13,130	33,030
Elmwood Branch	20,818	24,867	45,685
Ampere Branch	14,757	6,171	20,928
Deposit and School Stations	3,616	12,623	16,239
Total	175,891	86,368	262,259

Analysis of Registration for 1919

Main Library	2,320	623	2,943
Franklin Branch	211	214	425
Elmwood Branch	244	402	646
Ampere Branch	241	115	356
Deposit and School Stations	56	86	142
Total	3,072	1,440	4,512

Analysis of Total Registration (New Series)

Main Library	8,930	2,095	11,025
Franklin Branch	1,189	951	2,140
Elmwood Branch	1,542	1,544	3,086
Ampere Branch	960	391	1,351
Deposit and School Stations	269	294	563
Total	12,890	5,275	18,165

Analysis of Books Added (a)

Main Library	2,606	390	2,996
Franklin Branch	591	214	805
Elmwood Branch	262	264	526
Ampere Branch	215	63	278
Total	3,674	931	4,605

Analysis of Books Added (b)

	Main	F. Br.	E. Br.	A. Br.	Total
Total number of catalogued volumes, January 1, 1919	40,083	7,374	7,555	1,471	56,483
Number of volumes catalogued, 1919	2,996	805	526	278	4,605
Number of volumes withdrawn, 1919	1,511	223	277	76	2,087
Number of volumes transferred to	434	7	1	----	442
Number of volumes transferred from	7	258	54	123	442
Total number of catalogued volumes, January 1, 1920	41,995	7,705	7,751	1,550	59,001

FINANCIAL STATEMENT

1919 Appropriation Account

TO EXPENDITURES				
Salaries:			Jan. 1, by Budget	$30,000.00
Librarian and Asstn.	$16,599.10		Special Appropriation for Building Repairs	1,500.00
Janitors	2,659.43			
		$19,258.53		
Stationery and Printing		807.70		
Repair and Rebinding of Books		879.25		
Maintenance:				
Building and Grounds	$1,641.45			
Equipment	713.79			
		2,355.24		
Light		1,064.93		
Heat		1,411.05		
Other		1,599.49		
Permanent Property and Equipment:				
Books	$3,750.29			
Furniture and Fixtures	371.75			
		4,122.04		
Balance of Appropriation (transferred to City Surplus Revenue account)		1.77		
		$31,500.00		$31,500.00

Miscellaneous Revenue, 1919

Miscellaneous Revenue, transferred to City Surplus Revenue account		$ 2,522.01	Miscellaneous Revenue, from fines, sales, etc.	$ 2,522.01
*Balance of Treasurer's Fund for 1918, transferred to City Surplus Revenue account in January, 1919		234.74	*Balance of Treasurer's Fund for 1918	234.74
		$ 2,756.75		$ 2,756.75

*The "Treasurer's Fund" ceased its existence with this transfer. Accruals from fines, etc., since January, 1919, are paid over monthly to the City Treasurer as miscellaneous revenue. The city furnishes us with a monthly amount to meet contingent expenses.

HISTORICAL SUMMARY

Board organized and Carnegie offer made ..... January, 1900
Opening of the Library ..... January 22, 1903
Opening of the Franklin Branch ..... August 1, 1909
Opening of the Elmwood Branch ..... January 11, 1912
Cost of sites $29,088.94
Cost of buildings (gift of Mr. Carnegie, $116,000) $119,191.86
Cost of books to date $68,978.05
Total number of volumes added by gift and purchase from opening of the Library to December 31, 1919 79,341
Actual number of volumes now in the Library (catalogued) 59,001
Number of active borrowers (new series) December 31, 1919 18,165
Circulation by year:

1903	total, 97,462		
1904	total, 115,224	increase	17,582
1905	total, 117,294	increase	2,070
1906	total, 127,055	increase	9,761
1907	total, 135,486	increase	7,717
1908	total, 152,334	increase	16,848
1909	total, 169,608	increase	17,274
1910	total, 188,867	increase	19,279
1911	total, 188,765	decrease	122
1912	total, 216,035	increase	27,270
1913	total, 222,949	increase	6,914
1914	total, 231,516	increase	8,567
1915	total, 252,479	increase	20,963
1916	total, 223,847	decrease	28,532
1917	total, 235,362	increase	11,515
1918	total, 222,188	decrease	13,174
1919	total, 262,259	increase	40,071

Total circulation for 17 years 2,933,730
Average per year 172,572

THE ABBEY PRINTSHOP, EAST ORANGE, N. J.

EIGHTEENTH ANNUAL REPORT

OF THE

FREE PUBLIC LIBRARY

OF EAST ORANGE

FOR THE YEAR 1920

EAST ORANGE, NEW JERSEY
1921

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

The Main Library is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day.

On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

BRANCHES

FRANKLIN BRANCH, corner Dodd Street and Fulton Avenue.
2 to 6 P. M., Monday, Wednesday, Friday.
2 to 9 P. M., Tuesday, Thursday, Saturday.

ELMWOOD BRANCH, corner Elmwood Avenue and S. Clinton Street.
2 to 6 P. M., Tuesday, Thursday, Saturday.
2 to 9 P. M., Monday, Wednesday, Friday.

AMPERE BRANCH, 215 N. Eighteenth Street.
2 to 6 P. M. } Monday, Thursday and Saturday.
6:30 to 9 P. M. }

DEPOSIT AND SCHOOL STATIONS

SEABURY AND JOHNSON LABORATORIES, 11 A. M. to 12 M., Saturday (for operatives).

COLUMBIAN SCHOOL, Grove Street and Springdale Avenue.
Hours of opening arranged at the convenience of the school.

TELEPHONES

Main Library, 3617
Elmwood Branch, 3395
Franklin Branch, 348
Ampere Branch, 6636

BOARD OF TRUSTEES

EDWARD O. STANLEY, Appointed January 22, 1900;
Re-appointed January, 1920; term expires January, 1925.

*GEORGE W. KING, Appointed January 1, 1916;
Term expires January, 1921.

WILLIAM F. ETHERINGTON, Appointed January 1, 1917;
Term expires January, 1922.

WILBUR S. JOHNSON, Appointed May 25, 1903;
Re-appointed January, 1918; term expires January, 1923.

CHARLES A. TROWBRIDGE, Appointed January 1, 1919;
Term expires January, 1924.

HON. CHARLES H. MARTENS, Mayor, Ex-Officio.

EDWIN C. BROOME, Superintendent of Schools, Ex-Officio.

PRESIDENT OF THE BOARD, EDWARD O. STANLEY.

TREASURER OF THE BOARD, WILBUR S. JOHNSON.

SECRETARY OF THE BOARD, EDWIN C. BROOME.

ASSISTANT SECRETARY, LOUISE G. HINSDALE, Librarian.

STANDING COMMITTEES

Finance Committee

WILBUR S. JOHNSON — GEORGE W. KING

Audit Committee

GEORGE W. KING — WILLIAM F. ETHERINGTON

Building Committee

WILLIAM F. ETHERINGTON — CHARLES A. TROWBRIDGE

Book Committee

EDWARD O. STANLEY — EDWIN C. BROOME

*Re-appointed January, 1921; term expires January, 1926.

FORMER TRUSTEES

FREDERICK M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

FRANK S. TISDALE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTEN
Appointed May 25, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 9, 1905, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

ALEXANDER KING
Appointed January 22, 1900; died December 5, 1913

ERNEST C. KLIPSTEIN
Appointed January 1, 1911, to January 1, 1916

JOHN C. KIRTLAND
Appointed January 1, 1912; died November 2, 1916

EDWARD W. ASHLEY
Appointed January 1, 1914, to January 1, 1919

LIBRARY STAFF

LOUISE GRAHAM HINSDALE, Librarian

Office Staff

ADELINE T. DAVIDSON, Secretary and Assistant to the Librarian
ATTALIE BUCHNER RAY E. HEATON ANNE HUBLEY

Heads of Departments

Lending Department, *JESSIE G. SMITH (to Feb. 1)
ADELINE T. DAVIDSON (Acting Head, Feb. 1 to Sept. 1)
ANNINA DE ANGELIS (from Sept. 1)
Cataloguing Department, FLORENCE I. HOLMES (From Sept. 1)
Reference Department, ALYS M. GORDON
Children's Room, *BEATRICE DOWNS (Senior; Acting Children's Librarian to Sept. 1)
MILDRED MAYNARD (from Sept. 1)
Franklin Branch, MARY LILLIAN DODD
Elmwood Branch, FRANCES G. BURDICK
Ampere Branch, *ANNETTE REYNAUD (to July 1)
ELIZABETH R. WURTZ (Junior; in charge from July 1)

Senior Assistants

CORNELIA LIVINGSTON, 1st Assistant in Cataloguing Department
ANNA F. WEIBEZAHL, 1st Assistant in Lending Department
ALICE H. CYPHERS, in charge of Workroom
GERTRUDE FRANCIS, in charge of Reading Room
ANNE HUBLEY
*DOROTHY G. NORTON (to July 1)

Junior Assistants

MARIAN BAKER
VIRGINIA GOULD (from June 1)
*DOROTHY WATSON (April 1 to June 1)
ELIZABETH R. WURTZ (From May 1)

Special and Part Time Assistants and Pages

*MARJORIE H. ALLEN
ETHEL C. MILNE
RUTH PEEL
MARGARET L. REAZOR
MILDRED FERBER EDITH HAMMACHER
KATHERINE CONWAY DOROTHY SCHROEDER DOROTHY WATSON (to April 1)

Training Class, 1920-21

MADELINE ATCHISON
FLORENCE B. GREY
HELEN M. HALSEY
FRANCES HINMAN

Janitor Service

Main Library: Janitor, EDWARD J. MOORE
Janitor's Assistant, *JOHN BURKE (to June 1)
" " GORDON PENISTON (from Sept. 1)
Franklin Branch: Janitor, *JOHN BURKE (to Sept. 1)
" ALBERT IBSEN (from Sept. 1)
Elmwood Branch: Janitor, LESTER W. HOLDEN

*Resigned.

ANNUAL REPORT OF THE TRUSTEES AND OF T
LIBRARIAN

Report of the Trustees

To the Honorable Charles F. Martens,

Mayor of the City of East Orange:

Dear Sir:—We present to you herewith the report of the Library for year 1920—the eighteenth annual report of the East Orange Free Pu Library—as submitted to the Board by the Librarian.

Respectfully submitted,

EDWARD J. STANLEY, *President*

WILBUR F. JOHNSON, *Treasure*

WILLIAM F. BITTERINGTON

GEORGE W. KING

CHARLES A. [illegible]

CHARLES H. MARTENS

EDWIN J. [illegible], *Secretary*

EAST ORANGE FREE PUBLIC LIBRARY

ANNUAL REPORT FOR 1920

To the Board of Trustees of the East Orange Free Public Library:

GENTLEMEN:—I have the honor to submit to you the eighteenth annual report of the Library, briefly surveying the work of the year 1920.

Preliminary Report

The preliminary report sent to the Mayor on January 1, 1921, was substantially as follows:—

> This year has been one of adjustment and reconstruction with us, as with many larger institutions, since public libraries, among other things, big and little, were caught in the maelstrom of world changes, and had to start afresh. The building up and reorganizing of an effective and useful staff has, after many discouragements, been nearly completed, and is the most important feature of the library year. The biggest factor in its accomplishment was the larger appropriation granted by the City Council, and approved by the Mayor, for salary increases, and also the further increase just granted for the coming year, which will enable us, I trust, to hold our best assistants. The real value of the public library to the community is measured by the quality of its staff, individually and as a body, almost to the same degree as in the case of the teaching force of the public schools.
>
> The total number of volumes lent from the Main Library and Branches is 251,234. This falls below the circulation of 1919 by 11,025, but is larger by 29,000 than the circulation of two years ago. All three branches report an increase in the children's circulation.
>
> In 1919 the library reflected the nation's access of comparative leisure and of freedom from the war tasks in which our people had been engrossed, and the increase in reading was very marked, resulting in a record circulation. This year has shown some reaction in that respect, but while in the aggregate fewer books have been borrowed, the classes of sociology, religion, biography and travel have had an increased circulation. Moreover, the reference and information departments have shown noteworthy increase in the demands made upon them. This is true of Main Library and branches alike.
>
> The branches are doing excellent work under their new management, and we believe that, with a more generous supply of books, they are giving better service than ever before. The co-operation with the schools near the Elmwood and Franklin Branches is especially worthy of mention, and has received warm commendation from the principals and teachers of these schools.
>
> One of the functions of the children's department of the library, a feature which is developing under our new children's librarian and branch librarians, is the giving of advice as to children's books and readings at mothers' meetings and similar gatherings. Several

requests for help of this sort have come to us during the autumn, and have been gladly complied with.

The new borrowers registered during the year numbered over 3,000; old borrowers renewing their three-year periods numbered about 2,400, a total of 5,400 as against 4,512 in 1919, and 2,768 in 1918. The total registration in the new series begun five years ago is 21,237.

The library has received and catalogued about 4,107 books during the year, making an actual total of about 61,500 now in our library system.

The Public Library received as a legacy from the late Dr. William D. Robinson the greater part of his personal library, consisting of 400 books and pamphlets, and containing a number of books on the history of the Civil War period. The library is also entitled to a share in the residuary estate of Dr. Robinson. Other gifts of books total more than 2,000.

Respectfully submitted . . .

A Few More Statistics for 1920

Number of books lent per capita of population	5 volumes (nearly)
Number of loans per volume of total collection ("turnover of stock")	4
Number of books lent per registered borrower (series begun 1916)	12 volumes (nearly)
Proportion of registered borrowers (since 1916) to populations	42 per cent. (nearly)
Average cost per volume of books bought in 1920	$1.50
Average cost per volume of books bought in 1919	1.02

On a midwinter day (early in 1921) an actual count was taken of books in circulation in all parts of our library system. We found that the total number of books in the homes of our borrowers on that one day was 12,139. That meant a proportion of:

One book "out" for every four (4.18) persons in East Orange.
One book to every family and two books to 400 families in East Orange.
One out of every five books owned by the library in circulation.

Other Library Activities

The various activities of the library, including school and playground work, were carried on in some respects with more vigor than has been possible since "before the war." The yearly instruction of pupils in the use of books and libraries was broadened somewhat; the lower grades were given simple lessons in the Children's Room by Miss Maynard, and early in 1921 the eighth grade work was extended by Miss Gordon to parochial and private schools, our offer to such schools having been accepted with much apparent satisfaction.

The Christmas exhibit of books for gifts was resumed on a scale not attempted for several years, and so far as the children's books were con-

cerned has never been so attractive and complete. The branches had small collections which aroused great interest. The same collections were used just previously for "Children's Book Week." On one day of that week the exhibition was carried bodily from the Main Library to the Woman's Club, where it was displayed in the afternoon and evening, and a story hour for children was held, in which two of our staff took part.

The weekly story hour was more carefully planned than hitherto, and Miss Maynard conducted an interesting and interested class for apprentices and any others of the staff who cared to attend. At the branches the story hour had a large attendance, and Miss Reazor's "Musical Story Hours" at Franklin Branch were crowded by children eager to hear the enchanting tale of "Midsummer Night's Dream," or the "Blue Bird," or stories from the Nibelungen Ring, the violin beautifully teaching the motifs and melodies from the operas.

A strong pressure for greater duplication of new and recent books other than fiction at both the Main Library and branches made itself apparent early in the fall, and in the face of a fifty per cent. increase in cost of books was a cause of some perplexity. We met the difficulty in part by increased duplication of copies, and also by trying a simple experiment which has worked very well indeed. The much-sought-for books in classes other than fiction were temporarily treated as fiction and made "seven-day books," in order that more readers might have at least a taste of them within a few months. Everybody was at liberty to reserve a book for a second loan. The plan was given publicity with explanation of the reasons for its adoption, and we have had practically no camplaints of the shortened loan period.

Two classes from the Library School of the New York Public Library visited us during the year, and three students from the Pratt Institute Library did some of their practice work in our library in the spring. Several of our assistants attended the open courses of the New York Public Library School in the winter of 1920.

The exhibition of prints placed in our Reading Room by the Orange Camera Club in continuous succession are a source of great pleasure to many visitors, and we appreciate very sincerely the public spirit shown by the Club in carrying on these exhibitions year after year. The East Orange and Newark newspapers have given space to library news, and the Monthly Bulletin of the First Ward Local Interest Club has offered a splendid opportunity to our Franklin Branch for publicity of that kind.

The Staff

As to the log of the staff—the regretted loss at the beginning of the year of Miss Jessie G. Smith, so long and affectionately known as head of our Lending Department, was spoken of at length in last year's report. For the period from February 1 to September 1, the library secretary, Miss Davidson, was the acting head of the Lending Department, and a most efficient one.

Four other senior members of our staff resigned—Miss Beatrice Downs and Miss Dorothy Norton to accept other library positions, Miss Annette Reynaud to teach, Miss Marjorie Allen to take up other work.

The heads of departments who came to us in the autumn, and who are already contributing much to the success of our work, are Miss Annina De Angelis, who took charge of the Lending Department on September 1; Miss Mildred Maynard of the Children's Room on the same date, and Miss Florence Holmes of the Cataloguing Department in November. Miss De

Angelis is a graduate of Bryn Mawr and of the Pratt Institute Library School; Miss Maynard is a Pratt graduate, and Miss Holmes, a graduate of Smith College and of the New York State Library School at Albany.

Miss Dodd, our Franklin Branch librarian, who was taken ill in October, and had to submit later to a serious operation, was obliged to resign early in 1921, to our very great regret, but we were fortunate indeed in being able to fill her place by the appointment (pending Civil Service examination) of Miss Edna Phillips, formerly librarian at Edgewater, New Jersey. Two "apprentices" finished their training and received appointments as junior assistants after passing a Civil Service examination.

The librarian owes much to her staff, and to her Board of Trustees, and she takes this opportunity to acknowledge both debts, with cordial thanks.

Respectfully submitted,

LOUISE GRAHAM HINSDALE,
Librarian.

STATISTICAL REPORT

(Based on the Revised Form for Library Statistics Compiled by the A. L. A. Committee on Library Administration)

Annual Report for the Year Ended December 31, 1920

Date of founding—1900. (Building opened January, 1903.)

Population served (Census of 1920)—50,710.

Assessed valuation of city—$64,536,554. ($70,798,884 in 1921.)

Rate of tax levy for library purposes—State library law, 1/3 mill mandatory, 1/6 mill discretionary. (Amended in 1921 to read 2/3 mill discretionary, or one mill whole permissible appropriation.)

Terms of use—free for lending and reference to residents or taxpayers in East Orange. Subscription $2.00 per year to non-residents.

Total number of agencies—14:

Central library,
Branches—2 (both in separate buildings),
Sub-branches—1,
Stations—2 (1 school, 1 factory).
Other agencies:
3 schools (32 classroom libraries), 4 firehouses, 1 settlement (traveling libraries).

Number of days open during year (Central library)	310
Hours open each week for lending (Central library)	72
Hours open each week for reading (Central library)	72

	Adult	Juvenile	Total
Number of volumes at beginning of year	46,364	12,637	59,001
Number of volumes added during year by purchase	1,979	1,154	3,133
Number of volumes added during year by gift or exchange	800	101	901
Number of volumes added during year by binding material not otherwise counted	59	14	73
Number of volumes lost or withdrawn during year	876	809	1,685
Total number at end of year	48,326	13,097	61,423
Of this number the Reference Department contains	2,060	160	2,220
Number of pamphlets at beginning of year	-----	-----	3,758
Number of pamphlets added during year	-----	-----	177
Number of pamphlets withdrawn during year	-----	-----	184
Total number of pamphlets at end of year	-----	-----	3,751
Number of pictures, photographs and prints added during year	-----	-----	475
Total number of mounted pictures, photographs and prints at end of year (including unmounted, 15,889)	-----	-----	10,291

Other additions:

Maps	(Collection not fully organized)		
Music scores, total number at end of year	-----	-----	689

Number of volumes of fiction lent for home use	126,369	37,308	163,677
Total number of volumes lent for home use	170,431	80,803	251,234
Number of pictures, photographs and prints lent for home use	-----	-----	1,100
Other circulation:			
Music scores	-----	-----	544
Number of borrowers registered during year:			
New	1,921	1,151	3,072
Renewed	1,884	544	2,428
Total number of registered borrowers since registration 5 years ago	15,142	6,095	21,237
Registration period—3 years.			
Total number of active borrowers (cards in force)	8,702	4,078	12,780
Number of newspapers and periodicals currently received:			
Newspapers	-----	-----	14
Periodicals	-----	-----	288
Duplicates	-----	-----	87
Number of persons using library for reading and study (Main Library only; no record kept at branches)	-----	-----	19,370

Number of publications issued during year—one, the annual report.

Number of staff, library service—22 (26 individuals, equivalent to 24 on full time; exclusive of pages and messengers paid by the hour).

Number of staff, janitor service—4 (2 on part time).

OTHER STATISTICS

Analysis of Circulation for 1920

	Adult	Juvenile	Total
Main Library	115,283	26,755	142,038
Franklin Branch	20,078	12,469	32,547
Elmwood Branch	18,521	24,990	43,511
Ampere Branch	13,505	7,342	20,847
Deposit and School Stations	3,044	9,247	12,291
Total	170,431	80,803	251,234

Analysis of Registration for 1920 (New and Renewed)

Main Library	2,647	649	3,296
Franklin Branch	430	272	702
Elmwood Branch	436	535	971
Ampere Branch	275	159	434
Deposit Stations	31	66	97
Total	3,819	1,681	5,500

Analysis of Total Registration (New Series)

Main Library	10,526	2,363	12,889
Franklin Branch	1,402	1,094	2,496
Elmwood Branch	1,771	1,795	3,566
Ampere Branch	1,159	512	1,671
Deposit and School Stations	284	331	615
Total	15,142	6,095	21,237
Total active borrowers (three-year period)			12,780

Analysis of Books Added (a)

Main Library	2,152	604	2,756
Franklin Branch	301	205	506
Elmwood Branch	191	338	529
Ampere Branch	194	122	316
Total	2,838	1,269	4,107

Analysis of Books Added (b)

	Main	F. Br.	E. Br.	A. Br.	Total
Total number of catalogued volumes, January 1, 1920	41,995	7,705	7,751	1,550	59,001
Number of volumes catalogued, 1920	2,756	506	529	316	4,107
Number of volumes withdrawn, 1920	1,202	129	254	100	1,685
Number of volumes transferred to	308	29	15	5	357
Number of volumes transferred from	46	27	179	105	357
Total number of catalogued volumes, January 1, 1921	43,811	8,084	7,862	1,666	61,423

FINANCIAL STATEMENT

1920 Appropriation Account

TO EXPENDITURES			By Budget, Jan. 1	$35,500.00
Expense—				
Salaries:				
Librarian and Assistants	$20,066.15			
Janitors	2,903.25			
		$22,969.40		
Stationery and Printing (Library supplies)		1,159.16		
Repair and Rebinding of Books		1,233.57		
Maintenance:				
Building and Grounds	$ 107.20			
Equipment	1,215.91			
		1,323.11		
Light		1,158.20		
Heat		1,112.03		
Other		1,794.48		
Permanent Property and Equipment—				
Books	$ 4,674.88			
Furniture and Fixtures	74.25			
		4,749.13		
Balance of Appropriation (transferred to City Surplus Revenue account)		.92		
		$35,500.00		$35,500.00

Miscellaneous Revenue, 1920

*Miscellaneous Revenue, transferred to City Surplus Revenue account	$ 3,014.59	Miscellaneous Revenue from fines, sales, etc.	$3,014.59

*Accruals from fines, etc., since January, 1919, are paid over monthly to the City Treasurer as miscellaneous revenue. The city furnishes us with a monthly amount to meet contingent expenses.

HISTORICAL SUMMARY

Board organized and Carnegie offer made ..... January, 1900
Opening of the Library ..... January 22, 1903
Opening of the Franklin Branch ..... August 1, 1909
Opening of the Elmwood Branch ..... January 11, 1912
Cost of sites $29,088.94
Cost of buildings (gift of Mr. Carnegie, $116,000) $119,191.86
Cost of books to date $68,978.05
Total number of volumes added by gift and purchase from opening of the Library to December 31, 1920 83,448
Actual number of volumes now in the Library (catalogued) 61,423
Number of borrowers (new series) December 31, 1920 21,237
Circulation by year:

1903	total, 97,462		
1904	total, 115,224	increase	17,582
1905	total, 117,294	increase	2,070
1906	total, 127,055	increase	9,761
1907	total, 135,486	increase	7,717
1908	total, 152,334	increase	16,848
1909	total, 169,608	increase	17,274
1910	total, 188,867	increase	19,279
1911	total, 188,765	decrease	122
1912	total, 216,035	increase	27,270
1913	total, 222,949	increase	6,914
1914	total, 231,516	increase	8,567
1915	total, 252,479	increase	20,963
1916	total, 223,847	decrease	28,532
1917	total, 235,362	increase	11,515
1918	total, 222,188	decrease	13,174
1919	total, 262,259	increase	40,071
1920	total, 251,234	decrease	11,025

Total circulation for 18 years 3,184,964
Average per year 176,942

THE ABBEY PRINTSHOP, EAST ORANGE, N. J.

NINETEENTH ANNUAL REPORT

OF THE

FREE PUBLIC LIBRARY

OF EAST ORANGE

FOR THE YEAR 1921

EAST ORANGE, NEW JERSEY

1922

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

The Main Library is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day.

On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

Hours of opening are usually curtailed in midsummer at the discretion of the Board of Trustees.

BRANCHES

FRANKLIN BRANCH, corner Dodd Street and Fulton Avenue.
2 to 6 P. M., Monday, Wednesday, Friday.
2 to 9 P. M., Tuesday, Thursday, Saturday.

ELMWOOD BRANCH, corner Elmwood Avenue and South Clinton Street.
2 to 6 P. M., Tuesday, Thursday, Saturday.
2 to 9 P. M., Monday, Wednesday, Friday.

AMPERE BRANCH, 215 North Eighteenth Street.
2 to 6 P. M. } Monday, Thursday and Saturday.
6:30 to 9 P. M. }

DEPOSIT AND SCHOOL STATIONS

SEABURY & JOHNSON LABORATORIES (for operatives).

*COLUMBIAN SCHOOL, Grove Street and Springdale Avenue.
Hours of opening arranged at the convenience of the school.

TELEPHONES

Main Library, 3617
Elmwood Branch, 3395
Franklin Branch, 348
Ampere Branch, 6636

*A second school station was opened in January, 1922, at Ashland School.

BOARD OF TRUSTEES

EDWARD O. STANLEY, Appointed January 22, 1900; Re-appointed January 1, 1920; term expires January 1, 1925.

GEORGE W. KING, Appointed January 1, 1916; Re-appointed January 1, 1921; term expires January 1, 1926.

WILLIAM F. ETHERINGTON, Appointed January 1, 1917; Term expired January 1, 1922. Resigned January 1, 1921.

WILBUR S. JOHNSON, Appointed May 25, 1903; Re-appointed January 1, 1918; term expires January 1, 1923.

CHARLES A. TROWBRIDGE, Appointed January 1, 1919; Term expires January 1, 1924.

ARTHUR J. WESTON, Appointed July 14, 1921, to fill out unexpired term of Mr. Etherington. Re-appointed January 1, 1922; term expires January 1, 1927.

HON. CHARLES H. MARTENS, Mayor, Ex-Officio.

EDWIN C. BROOME, Superintendent of Schools, Ex-Officio, resigned July 1, 1921.

CLIFFORD J. SCOTT, Superintendent of Schools, Ex-Officio, from July 1, 1921.

PRESIDENT OF THE BOARD, EDWARD O. STANLEY.

TREASURER OF THE BOARD, WILBUR S. JOHNSON.

SECRETARY OF THE BOARD, EDWIN C. BROOME, resigned July 1, 1921.
CLIFFORD J. SCOTT, from July 1, 1921.

ASSISTANT SECRETARY, LOUISE G. HINSDALE, Librarian.

STANDING COMMITTEES

Finance Committee

WILBUR S. JOHNSON — GEORGE W. KING

Audit Committee

GEORGE W. KING — ARTHUR J. WESTON

Building Committee

CHARLES A. TROWBRIDGE — ARTHUR J. WESTON

Book Committee

EDWARD O. STANLEY — CLIFFORD J. SCOTT

FORMER TRUSTEES

FREDERICK M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

FRANK S. TISDALE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTEN
Appointed May 25, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 9, 1905, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

ALEXANDER KING
Appointed January 22, 1900; died December 5, 1913

ERNEST C. KLIPSTEIN
Appointed January 1, 1911, to January 1, 1916

JOHN C. KIRTLAND
Appointed January 1, 1912; died November 2, 1916

EDWARD W. ASHLEY
Appointed January 1, 1914, to January 1, 1919

WILLIAM F. ETHERINGTON
Appointed January 1, 1917; resigned January 1, 1921

LIBRARY STAFF

LOUISE GRAHAM HINSDALE, Librarian

Office Staff

ADELINE T. DAVIDSON, Secretary and Assistant to the Librarian

ATTALIE BUCHNER, Book Orders
RAY E. HEATON, Typist
ANNE HUBLEY, Records

Heads of Departments

Lending Department, ANNINA DE ANGELIS
Reference Department, ALYS M. GORDON
Cataloguing Department, FLORENCE I. HOLMES
Children's Room, MILDRED MAYNARD
Elmwood Branch, FRANCES G. BURDICK
Franklin Branch, EDNA PHILLIPS

Senior Assistants

CORNELIA LIVINGSTON, 1st Assistant in Cataloguing Department
ANNA F. WEIBEZAHL, 1st Assistant in Lending Department
ALICE H. CYPHERS, in charge of Workroom
GERTRUDE FRANCIS, in charge of Reading Room
BESSIE B. SMITH (from February 7)
FLORENCE B. GREY

Junior Assistants

MADELINE ATCHISON (in charge of Ampere Branch from Sept. 15)
*MARIAN BAKER (to May 15)
*VIRGINIA GOULD (to Sept. 30)
*ELIZABETH R. WURTS (in charge of Ampere Branch to Sept. 15)

Special and Part Time Assistants

ESTHER FROME
HELEN M. HALSEY
EDITH HAMMACHER
FRANCES HINMAN
ETHEL C. MILNE (to October 27)
RUTH PEEL
MARGARET L. REAZOR

Pages

*CATHERINE CONWAY (to July 1)
OLIVE DAVIDSON (from Sept. 19)
*MILDRED FERBER (to July 1)
DOROTHY SCHROEDER

Training Class, 1921-22

ALICE M. BADGLEY
JOSEPHINE C. BOLENIUS
A. BERNICE DAVIS
FRANCES DUCK
MAY L. MARSCHALK

Janitor Service

Main Library: Janitor, EDWARD J. MOORE
Janitor's Assistant, GORDON PENISTON

Franklin Branch: Janitor, *ALBERT IBSEN
*EDWARD J. HYLAND
LEONARD BURGER (from December 25)

Elmwood Branch: Janitor, LESTER W. HOLDEN

* Resigned.

ANNUAL REPORT OF THE TRUSTEES AND OF THE LIBRARIAN

Report of the Trustees

To the Honorable Charles H. Martens,
Mayor of the City of East Orange:

Dear Sir:—We present to you herewith the report of the Library for the year 1921—the nineteenth annual report of the East Orange Free Public Library—as submitted to the Board by the Librarian.

Respectfully submitted,

EDWARD O. STANLEY, *President*
WILBUR S. JOHNSON, *Treasurer*
GEORGE W. KING
CHARLES A. TROWBRIDGE
ARTHUR J. WESTON
CHARLES H. MARTENS
CLIFFORD J. SCOTT, *Secretary*

EAST ORANGE FREE PUBLIC LIBRARY

ANNUAL REPORT FOR 1921

To the Board of Trustees of the East Orange Free Public Library:

GENTLEMEN:—I have the honor to submit to you the nineteenth annual report of the Library.

The preliminary report of the work of the Library for the year 1921, sent in accordance with our custom to the Mayor at the end of December, was in substance as follows:

> The circulation of books and other printed matter is by far the largest on record, with a total of 283,193.
>
> This total is divided as follows:

Main Library	170,209	or	60.1	per cent
Elmwood Branch	46,246	"	16.3	"
Franklin Branch	32,063	"	11.3	"
Ampere Branch	23,599	"	8.3	"
School and deposit stations	11,076	"	3.9	"

> The increase shown by this home use of the books over the total loans for 1920 is 31,959, or 12.7 per cent. It means that as an average 103 to 104 more books than in 1920 were borrowed every day that the library buildings were open. The average daily circulation was 916; the largest for a single day was 1,602.
>
> The highest percentage of increase was in the Children's Room with 34.6 per cent more business than in 1920, while the Main Library as a whole shows a 19.8 per cent gain. Elmwood shows a good increase and Franklin a trifling decrease.
>
> Of the three branches, Ampere reports the largest percentage of increase—over 13. Its hours of opening are little more than half of those at the larger branches, but its average of books lent per day is the highest of the three—167, against Elmwood's 158 and Franklin's 109. It is, however, significant of the greater value of the work of a full-fledged branch that the percentage of books other than fiction borrowed at Elmwood was twenty points higher than at Ampere.
>
> The difficulties of carrying on the very active and growing work at Ampere in a room not quite fourteen feet square are great. A change to larger quarters, however, means a much larger outlay in rent, shelving and books—the latter greatly needed and clamored for. Ampere borrowers make many complaints and requests for better service, and the library authorities are desirous of doing better for the Fifth Ward as soon as funds can be provided by the city.
>
> About 5,400 books have been added to the library by purchase and gift, making our total collection now nearly 64,000 volumes. The average cost per volume is nearly $1.50—one-third higher than formerly. The demand for more books and more copies of new

books has been "persistent and insistent" in the Main Library and branches alike, and it seems today more than ever the duty of every public library to furnish its community, among other things, with plenty of books on public questions. Therefore we regret that with a reduced budget we shall be unable to buy as many books as we had planned to buy during the coming year.

The usual school activities have not only been carried on, but have grown and developed in the past year. To the grade school libraries under our charge will be added one at Ashland School, to open in January, 1922. Instruction of the seventh and eighth grade students in the reference use of books and libraries, to which many hours are devoted by members of the library staff in October, November and December of each year, was offered also to parochial and private schools later in the winter, and was so appreciatively received that we expect to repeat it each year.

Besides the school and classroom libraries, traveling libraries or deposit stations are maintained at the Seabury & Johnson works, at the settlement in Jones Street, and at the city firehouses, the latter having just been started afresh with improved facilities.

The Committee Room has been used by eleven organizations for seventy-two meetings. These included the American Legion, the Letter Carriers' Association and the Anti-Tuberculosis League.

In the Exhibition Room were shown thirteen exhibitions, at no cost to the library except a trifling sum for transportation. These were attended by a total of 4,935 visitors. Three of the exhibits, covering nearly eight weeks, were of manual training, drawing, etc., from the public schools, and had more than 1,600 visitors. The next largest attendance was reported for Children's Book Week followed by the Christmas exhibition—the latter a display of books suitable for gifts. These two exhibitions are practically one and occur every year in November and December.

A request from the Board of Fire Commissioners to compile an index to the new edition of their Rules and Regulations was gladly complied with, and the work has just been completed by our catalogue department. The city's library is always at the service of the city authorities and officials for such purposes. It is also in a position to secure for city departments much information available in reports and pamphlets (as well as in books) on various municipal problems.

Respectfully submitted, - - -

Other Library Matters

Among possible reasons contributing to the large increase in our circulation are these: the greater leisure due to unemployment, the larger number of new books added to the library, and the diminishing habit, on the part of apartment house dwellers and people of moderate means, of buying new books for the home library—owing to the high prices of books and the lack of space in which to keep them.

Among the lists compiled by the lending department, those most used were a special list in music asked for by the supervisor of music in our schools; another music list occasioned by the course of lectures given at the

Woman's Club by Dr. Gregory Mason; a list of French books for the Alliance Française; a list for the Dante sexcentenary, and a list of books and articles on the "project method in teaching."

The High School reading list was thoroughly revised and enlarged by our reference department, with the assistance of a staff committee, and was criticized and accepted for use by the English department of the school. After a year's trial it will again be revised and annotated for printing.

The short annotated lists or other information for teachers concerning library resources, which it has been our custom to send monthly to each public school from the library office, were continued during the school year, and as a recent questionnaire has attested their usefulness to teachers, they will be continued in future. These bulletins were sent on the initiative of Miss Davidson, assistant to the librarian, and are prepared by her.

The catalogue department, in addition to the classification and cataloguing of 5,395 volumes added to the library, has accomplished an excellent amount of much needed catalogue revision. The re-classification of recent European history, including the "war books," is nearly completed. The head of the department, as has already been mentioned, indexed the new edition of the Rules and Regulations of the East Orange Fire Department.

The Children's Room

In addition to the reference instruction given yearly to the upper grades—directed this year by the children's librarian—the sixth grade pupils of five schools were taught "how to use the library," the lessons being given in the children's room.

Vacation reading lists for the summer months were prepared by the children's librarian. During July and August story hours were given in the playgrounds.

Miss Maynard gave short talks in the lower grade classrooms of the schools early in the year, and in connection with Children's Book Week she and other members of the staff spoke in each of the public schools and in one private school.

The Lincoln House (settlement) library was organized by the children's librarian.

The Branches

Elmwood Branch, like the Main Library, reports the largest circulation on record. The school work is so predominant a feature at Elmwood, and the children's room circulation is normally so large (54.8 per cent of the whole branch circulation in 1921), that it is gratifying to note that the increase was chiefly in adult use. The fine work done by this, our largest branch, which carried last year one-sixth of the circulation of the library system, has in spite of changes in the staff, insufficient book supply and other difficulties, proved of growing usefulness to its community.

Franklin Branch reported a satisfactory growth in school and reference work, although there was a small decrease in circulation. The personal contact element in the work at this branch deserves especial commendation. Both branches are fortunate in their librarians-in-charge.

Ampere Branch, with its need of development, has already been referred to. This little sub-branch, in a small rented store, having neither reading nor reference department, was well served in 1921 by two junior assistants—Miss Wurts followed by Miss Atchison—with an enthusiasm and unselfishness which deserve special mention.

New Jersey Library Association Meeting

The regular Autumn Conference of the New Jersey Library Association was held in East Orange, on November 15th, at the invitation of our library. By the courtesy of the Munn Avenue Presbyterian Church, the Church House auditorium across the street, with its facilities for serving luncheon, was freely placed at our disposal for the entertainment of our guests, as well as for the morning and afternoon sessions of the meeting. About 140 members of the Association were present.

The Staff

It was a happy year for the library in that no changes occurred in the higher grades of the staff. Three juniors resigned—one to accept the position of assistant in the Glen Ridge Public Library, another to enter the Pratt Institute Library School (the third giving up library work).

The training class entered in October was placed in charge of Miss Gordon, who planned the work schedules and the study courses; part of the instruction, however, being given as usual by other members of the staff.

The librarian thanks the Board of Trustees for their help and support in the management of the library during the year, and also her colleagues on the staff. She wishes to record especially her personal indebtedness to her secretary and assistant, Miss Adeline T. Davidson, to whose loyalty, discretion and ever-increasing ability and initiative the library owes very much.

Respectfully submitted,

LOUISE G. HINSDALE,

Librarian.

STATISTICAL REPORT

(Based on the Revised Form for Library Statistics Compiled by the A. L. A. Committee on Library Administration)

Annual Report for the Year Ended December 31, 1921

Date of founding—1900. (No activities until building was opened January, 1903.)

Population served—Census of 1920, 50,710; estimate January, 1922, 55,000.

Assessed valuation of city—$70,658,934.

Rate of tax levy for library purposes—By State library law, 1/3 mill mandatory, 2/3 mill discretionary, or one mill whole permissible appropriation.

Terms of use—Free to residents and taxpayers. Subscription $2.00 per year to non-residents. Reference use free to everybody.

Total number of agencies—16:

Main Library
Branches—2 (in separate buildings)
Sub-branches—1 (in rented store).
Stations—2 (1 school, 1 factory)
Other agencies:
3 schools (32 classroom libraries); 6 firehouses, 1 settlement (traveling libraries)

Number of days open during year (Main Library)	309
Hours open each week for lending (Main Library)	72
Hours open each week for reading (Main Library)	72

	Adult	Juvenile	Total
Number of volumes at beginning of year	48,326	13,097	61,423
Number of volumes added during year by purchase	2,615	1,217	3,832
Number of volumes added during year by gift or exchange	1,227	285	1,512
Number of volumes added during year by binding material not otherwise counted	48	3	51
Number of volumes lost or withdrawn during year	1,762	1,092	2,854
Total number at end of year	50,221	13,743	63,964
Of this number the Reference Department contains	1,993	170	2,163
Number of pamphlets at beginning of year	3,542	209	3,751
Number of pamphlets added during year	371	72	443
Number of pamphlets withdrawn during year	178	11	189
Total number of pamphlets at end of year (These figures refer only to catalogued pamphlets. No count kept of those in vertical files, etc.)	3,735	270	4,005

	Adult	Juvenile	Total
Number of pictures, photographs and prints added during year	———	———	619
Total number of mounted pictures, photographs and prints at end of year	———	———	16,508
Total number of posters at end of year	———	———	798
Other additions:			
Maps	(Collection not fully organized)		
Music scores, total number at end of year	———	———	323
Number of volumes of fiction lent for home use	141,708	41,819	183,527
Total number of volumes lent for home use	193,079	90,114	283,193
Number of pictures, photographs and prints lent for home use	———	———	2,688
Other circulation:			
Music scores	———	———	329
Number of borrowers registered during year:			
New	2,242	1,200	3,442
Renewed	1,334	377	1,711
Total number of registered borrowers since registration five years ago	17,735	6,944	24,679
Registration period—3 years.			
Total number of active borrowers (cards in force)	———	———	15,165
Number of newspapers and periodicals currently received:			
Newspapers	———	———	23
Periodicals	———	———	288
Duplicates	———	———	96
Proceedings and transactions	———	———	8
Number of persons using library for reading and study (record kept at Main Library only)	———	———	21,358
Number of publications issued during year: Annual report and quarterly bulletins			

Number of staff, library service—22 (26 individuals, equivalent to 22 on full time), exclusive of pages and messengers paid by the hour.

Number of staff, janitor service—5 (3 on part time)

OTHER STATISTICS

Analysis of Circulation for 1921

	Adult	Juvenile	Total
Main Library	134,180	36,029	170,209
Franklin Branch	19,875	12,188	32,063
Elmwood Branch	20,868	25,378	46,246
Ampere Branch	15,948	7,651	23,599
Deposit and School Stations	2,208	8,868	11,076
Total	193,079	90,114	263,193

Analysis of Registration for 1921 (New and Renewed)

Main Library	2,673	729	3,402
Franklin Branch	320	234	554
Elmwood Branch	356	404	760
Ampere Branch	215	131	346
Deposit and School Stations	12	79	91
Total	3,576	1,577	5,153

Analysis of Total Registration (New Series 1916)

Main Library	12,472	2,743	15,215
Franklin Branch	1,636	1,213	2,849
Elmwood Branch	2,017	2,019	4,056
Ampere Branch	1,314	577	1,891
Deposit and School Stations	296	392	688
Total	17,735	6,944	24,679
Total active borrowers (three-year-period)			15,165

Analysis of Books Added

Main Library	3,109	1,192	4,301
Franklin Branch	192	157	349
Elmwood Branch	186	299	485
Ampere Branch	170	90	260
Total	3,657	1,738	5,395

Total Number of Books in the Library

	Main	F. Br.	E. Br.	A. Br.	Total
Total number of catalogued volumes, January 1, 1921	43,811	8,084	7,862	1,666	61,423
Number of volumes catalogued, 1921	4,301	349	485	260	5,395
Number of volumes withdrawn, 1921	1,937	436	406	75	2,854
Total number of catalogued volumes, January 1, 1922	46,293	7,986	7,919	1,766	63,964

FINANCIAL STATEMENT

City Appropriation Account, 1921

TO EXPENDITURES			Jan. 1 BY BUDGET $45,500.00
Expense—			
Salaries:			
Librarian and Assistants	$27,416.39		
Janitors	3,286.27		
		$30,702.66	
Stationery and Printing (Library Supplies)		1,209.00	
Repair and Rebinding of Books		1,514.67	
Maintenance:			
Building and Grounds	$1.55		
Equipment	926.18		
		927.73	
Light		1,456.86	
Heat		2,432.60	
Other		1,969.18	
Permanent Property and Equipment:			
Books	$5,122.53		
Furniture and Fixtures	164.65		
		5,287.18	
Balance of Appropriation (transferred to City Surplus Revenue account)		.12	
		$45,500.00	$45,500.00

*Miscellaneous Revenue, 1921

Miscellaneous Revenue, transferred to City Surplus Revenue account	$3,284.48	By Miscellaneous Revenue from fines, sales, etc.	$3,284.48

*Accruals from fines, etc., since January, 1919, are paid over monthly to the City Treasurer as miscellaneous revenue. This revenue is estimated in advance, added to our appropriation, and returned to us by the City as a monthly contingent fund.

HISTORICAL SUMMARY

Board organized and Carnegie offer made ..... January, 1900

Opening of the Library ..... January 22, 1903

Opening of the Franklin Branch ..... August 1, 1909

Opening of the Elmwood Branch ..... January 11, 1912

Cost of sites $29,088.94

Cost of buildings (gift of Mr. Carnegie, $116,000) $119,191.86

Cost of books to December 31, 1921 ..... $74,100.58

Total number of volumes added by gift and purchase from opening of the Library to December 31, 1921 88,843

Actual number of volumes in the Library (catalogued), Dec. 31, 1921 63,964

Number of borrowers (new series), December 31, 1921 24,679

Circulation by year:

1903	total,	97,462		
1904	total,	115,224	increase	17,582
1905	total,	117,294	increase	2,070
1906	total,	127,055	increase	9,761
1907	total,	135,486	increase	7,717
1908	total,	152,334	increase	16,848
1909	total,	169,608	increase	17,274
1910	total,	188,867	increase	19,279
1911	total,	188,765	decrease	122
1912	total,	216,035	increase	27,270
1913	total,	222,949	increase	6,914
1914	total,	231,516	increase	8,567
1915	total,	252,479	increase	20,963
1916	total,	223,847	decrease	28,532
1917	total,	235,362	increase	11,515
1918	total,	222,188	decrease	13,174
1919	total,	262,259	increase	40,071
1920	total,	251,234	decrease	11,025
1921	total,	283,193	increase	31,959

Total circulation for 19 years 3,468,157

Average per year 182,534

THE ABBEY PRINTSHOP, EAST ORANGE, N. J.

TWENTIETH ANNUAL REPORT

OF THE

FREE PUBLIC LIBRARY

OF EAST ORANGE

FOR THE YEAR 1922

EAST ORANGE, NEW JERSEY

1923

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

The Main Library is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day.

On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

Hours of opening are usually curtailed in midsummer at the discretion of the Board of Trustees.

BRANCHES

FRANKLIN BRANCH, corner Dodd Street and Fulton Avenue.
2 to 6 P. M., Monday, Wednesday, Friday.
2 to 9 P. M., Tuesday, Thursday, Saturday.

ELMWOOD BRANCH, corner Elmwood Avenue and South Clinton Street.
2 to 6 P. M., Tuesday, Thursday, Saturday.
2 to 9 P. M., Monday, Wednesday, Friday.

*AMPERE BRANCH, 215 North Eighteenth Street.
2 to 6 P. M.
6:30 to 9 P. M. } **Monday, Thursday and Saturday.**

DEPOSIT AND SCHOOL STATIONS

SEABURY & JOHNSON LABORATORIES (for operatives).

ASHLAND SCHOOL, Park Avenue.

COLUMBIAN SCHOOL, Grove Street and Springdale Avenue.
Hours of opening arranged at the convenience of the school.

TELEPHONES

Main Library, 3617
Elmwood Branch, 3395
Franklin Branch, 348
Ampere Branch, 6636

---

* Removed in April, 1923, to 57 Fourth Avenue

BOARD OF TRUSTEES

EDWARD O. STANLEY. Appointed January 22, 1900;
Re-appointed January 1, 1920; term expires January 1, 1925.

GEORGE W. KING. Appointed January 1, 1916;
Re-appointed January 1, 1921; term expires January 1, 1926.

WILBUR S. JOHNSON. Appointed May 25, 1903;
Re-appointed January 1, 1923; term expires January 1, 1928.

CHARLES A. TROWBRIDGE. Appointed January 1, 1919;
Term expires January 1, 1924.

ARTHUR J. WESTON. Appointed July 14, 1921;
Re-appointed January 1, 1922; term expires January 1, 1927.

HON. CHARLES H. MARTENS, Mayor, Ex-Officio.

CLIFFORD J. SCOTT, Superintendent of Schools, Ex-Officio.

PRESIDENT OF THE BOARD, EDWARD O. STANLEY.

TREASURER OF THE BOARD, WILBUR S. JOHNSON.

SECRETARY OF THE BOARD, CLIFFORD J. SCOTT

ASSISTANT SECRETARY, LOUISE G. HINSDALE, Librarian.

STANDING COMMITTEES

Finance Committee

WILBUR S. JOHNSON — GEORGE W. KING

Audit Committee

GEORGE W. KING — ARTHUR J. WESTON

Building Committee

CHARLES A. TROWBRIDGE — ARTHUR J. WESTON

Book Committee

EDWARD O. STANLEY — CLIFFORD J. SCOTT

FORMER TRUSTEES

FREDERICK M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

FRANK S. TISDALE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTEN
Appointed May 25, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 9, 1905, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

ALEXANDER KING
Appointed January 22, 1900; died December 5, 1913

ERNEST C. KLIPSTEIN
Appointed January 1, 1911, to January 1, 1916

JOHN C. KIRTLAND
Appointed January 1, 1912; died November 2, 1916

EDWARD W. ASHLEY
Appointed January 1, 1914, to January 1, 1919

WILLIAM F. ETHERINGTON
Appointed January 1, 1917; resigned January 1, 1921

LIBRARY STAFF

LOUISE GRAHAM HINSDALE, Librarian

Office Staff

*Adeline T. Davidson, Assistant Librarian and Secretary (to September 15, 1922)

Agnes Cowing, Assistant Librarian and Secretary (from Oct. 1, 1922)

Attalie Buchner, Book Orders

*Ray E. Heaton (to March 15)
Helen C. Luquerr (from May 8)
Typist and Office Assistant

Anne J. Hubley, Rec'ds and Acc'ts

Heads of Departments

Lending Department, Annina De Angelis
Reference Department, Alys M. Gordon
Cataloguing Department, Florence I. Holmes
Children's Room, Mildred Maynard
Franklin Branch, Edna Phillips
Elmwood Branch, *Frances G. Burdick (to August 16)
Dorothy Norton (Senior Assistant, Acting Branch Librarian from September 6)

Senior Assistants

Alice H. Cyphers, in charge of Workroom
Gertrude Francis, in charge of Reading Room
Florence B. Gray, Lending Department
Cornelia Livingston, 1st Assistant in Cataloguing Department
Bessie B. Smith, 1st Assistant in Reference Department
Anna F. Weiberzahl, 1st Assistant in Lending Department

Junior Assistants

Madeline Atchison (in charge of Ampere Branch)
Alice M. Badgley
Josephine C. Bolenius
A. Bernice Davis
Frances Duck

Special and Part Time Assistants

Olive Davidson
Esther Frome
*Helen M. Halsey (to April 30)
Edith Hammacher
Ruth Peel
*Margaret L. Reazor (to October 1)

Junior Aids

*Dorothy Schroeder (to July 31)
Winifred Young (from September 1)

Training Class, 1922-23

Phoebe O. McDowell
Elizabeth H. Sheach
Muriel L. Stromberg

Janitor Service

Main Library: Janitor, Edward J. Moore
Janitor's Assistants, *Gordon W. Peniston (to March 15)
George W. Parker (from April 19)

Franklin Branch: Leonard Burger

Elmwood Branch: Lester W. Holden

*Resigned.

ANNUAL REPORT OF THE TRUSTEES AND OF THE LIBRARIAN

Report of the Trustees

To the Honorable Charles H. Martens,
Mayor of the City of East Orange:

Dear Sir:—We present to you herewith the report of the Library for the year 1922—the twentieth annual report of the East Orange Free Public Library—as submitted by the Librarian.

Respectfully submitted,

EDWARD O. STANLEY, *President*
WILBUR S. JOHNSON, *Treasurer*
GEORGE W. KING
CHARLES A. TROWBRIDGE
ARTHUR J. WESTON
CHARLES H. MARTENS
CLIFFORD J. SCOTT, *Secretary*

EAST ORANGE FREE PUBLIC LIBRARY

ANNUAL REPORT FOR 1922

To the Board of Trustees of the East Orange Free Public Library:

GENTLEMEN:—I have the honor to submit to you a report of the work of the Free Public Library for the year 1922.

A preliminary report was, in accordance with custom, sent to the Mayor at the end of the year as follows:

> The record circulation of last year has been increased by a small margin, (2,803), showing a total home use of books amounting to nearly 286,000, or a circulation of 928 a day on an average throughout the year. While this is but a slight increase over 1921, it is 13.8 per cent. larger than in 1920. The greatest number of books borrowed on any one day was 1,681.
>
> The circulation is distributed as follows:

Main Library	166,997	or 58	per cent.
Elmwood Branch	49,921	" 18	"
Franklin Branch	28,209	" 10	"
Ampere Branch	22,401	" 8	"
School and deposit stations, classroom and traveling libraries	18,468	" 6	"
Total	285,996		

> A reckoning of averages shows that five or six books per capita of population were borrowed; that not quite one book a month was lent per each registered borrower; that we turned over our stock of books between four and five times.
>
> The branch and school circulation constitutes year by year an increasingly larger percentage of the whole. This year it amounted to 42 per cent.
>
> The registration of new borrowers for the year numbers 3,109. The total registration (1916 series) is 27,788, or fifty per cent. of the population.
>
> About 5,763 books have been added to the library by purchase and gift. We now have 67,091 volumes on our shelves. The cost of books has not been materially lowered,—$1.44 per volume as against $1.50 in 1921 and $1.00 "before the war,"—and the demands made upon us increase with each year. The impossibility of securing our season's full supply of coal before January, 1923, gave us a margin of funds which enabled us to add many needed replacements and duplicates of standard books which would otherwise have been lacking this year.
>
> More than 10,000 questions on all sorts of topics have been

asked and answered in the reference room, at the information desk, by telephone or letter, at the Main Library.

The reading rooms have on file 338 magazines, journals and newspapers, and are well used.

It is with the utmost gratification that the library management received notice of the granting of the library budget in full for the coming year, including a special appropriation for Ampere Branch. Negotiations for adequate quarters for this branch are already in progress, books are being ordered, and the work of re-establishing the branch on a proper footing will be pushed as rapidly as possible. We hope in future to atone to the Fifth Ward for the scant justice done it in the way of library service in the past. [At the time of printing this report, the enlarged branch is in full operation, with an average circulation of 208 per day, highest 483.]

An additional school station was opened in January in Ashland School, in charge (once a week) of our children's librarian. This station has had a circulation averaging 180 during each weekly half-day. Columbian averaged 125 for a corresponding period. Such service is given only at Ashland and Columbian Schools, as they are farther from library or branches than any of the other schools. The schools near library buildings are served by the library or branch in the immediate neighborhood. The remaining schools are furnished with class-room libraries.

The annual instruction in "How to use the library for reference and study" has been given at the Main Library to 387 eighth grade students; Elmwood and Franklin branches caring for the schools near them—87 pupils of the seventh and eighth grades at Elmwood, and a smaller number at Franklin.

The Committee Room has been used over seventy times by eighteen different organizations.

Supplementary Report

List-making has occupied much time, in different departments, on the part of several qualified members of the staff. Among the lists compiled by request were "Health for teachers," asked for by one of the school principals, and two selected lists on music for a small public library, requested by the chairman of music of the State Federation of Women's Clubs, who planned a campaign to help small libraries throughout the State to secure at least a few good books on music.

The list on "The Project Method," compiled by Miss De Angelis, head of the lending department, was revised and published in the Library Journal. Permission to reprint it in the National Educational Association Bulletin was asked and, of course, granted. Miss Gordon, reference librarian, had charge of the revision and annotation of the new High School reading lists, with help from others of the staff. The list of books used in connection with the geogaphy course in the public schools, originally compiled at the library, was revised by Miss Burdick, Miss Maynard and Miss Gordon.

The children's room had an interesting year, varied by unusual exhibits from Poland and Czecho-Slovakia, and a programme of story hours, including a musical story hour, "Hansel and Gretel," by Miss Reazor.

Lessons in how to use the library, adapted to the sixth grade, were given by Miss Maynard to pupils of three schools, besides the general instruction given to the higher grades of all our schools, public and private.

In June, more than one hundred books from the children's room were lent, as usual, to Camp Kittatinny, the Y. M. C. A. camp for boys.

Children's Book Week was celebrated by an exhibition of books at the library, by talks in all schools, and by a story hour at the library. A story hour was also given by Miss Cowing at the Woman's Club by request, accompanied by an exhibit of children's books. The Book Week exhibition was continued until the holidays, as part of the annual Christmas exhibition of books.

We have always provided our city "firehouses" with traveling libraries for the men's leisure time, and in the old days western stories, books on the game of checkers and on chicken and mushroom raising were much in demand. But during and since the war the interest fell off and books of any sort seemed to have little appeal. This year we tried a fresh start, with gratifying success. About three times as many books were read as in the previous year. Miss Hubley, in her report of this bit of extension work, of which she had charge, said "the men seem most eager to get the books and give us a most cordial welcome, grouping around us and handling the books as we unpack them. One firehouse had two copies of Roosevelt's 'Letters to his children' and had both copies renewed. Books on fire-fighting are always wanted, and we have bought or borrowed special ones requested that we did not own."

The catalogue department has accomplished a great deal of catalogue revision this year, in addition to the regular work. The re-classification of war material was completed. Classification of books in the education section was revised and many much needed changes made in the card catalogues at branches as well as at the Main Library.

Miss Jane Crissey, instructor in book mending and physical care of books at the New York State Library School at Albany, gave in November a morning's demonstration and talk in our work room, attended with much interest by most of the staff and several invited guests from neighboring libraries.

Both Franklin and Elmwood Branches have had the misfortune to lose their branch librarians, Miss Edna Phillips and Miss Frances G. Burdick respectively. under whose wise guidance these branches were yearly becoming more useful to their neighborhoods. Miss Burdick left in August to accept a High School library appointment in New York, and Miss Phillips resigned at the end of the year to take the important post of Secretary for work with foreigners under the Massachusetts Department of Education, Division of Public Libraries.

The library suffered another loss in the resignation in September of Miss Adeline T. Davidson, assistant librarian and secretary. Miss Davidson had won an enviable place for herself in the regard and affection of the staff through several years of administrative work. The librarian, in expressing her keen sense of loss personally and on behalf of the library, wishes to testify here to Miss Davidson's ability and loyalty, to express appreciation of what she has done for the library, and to wish her deserved success in a wider field.

The library is, however, very fortunate in having secured as assistant librarian Miss Agnes Cowing, formerly connected with the staff of the Pratt

Institute Free Library and more recently with the hospital work of the American Library Association during and since the war, and with the organization of that interesting enterprise "L'Heure Joyeuse," the children's library in Brussels, now supported by the city of Brussels. Miss Cowing has already brought much to our library from her broad experience in library matters.

The librarian warmly appreciates the loyal spirit and the initiative shown by the staff in carrying on the work of the Public Library, and the constant interest and assistance of the Board of Trustees.

Respectfully submitted,

LOUISE GRAHAM HINSDALE,

Librarian.

STATISTICAL REPORT

(Based on the Revised Form for Library Statistics Compiled by the A. L. A. Committee on Library Administration)

Annual Report for the Year Ended December 31, 1922

Date of founding—1900. (No activities until building was opened January, 1903.)

Population served—Census of 1920, 50,710; estimate January, 1923, 57,600.

Assessed valuation of city, 1922—$76,425,204.

Rate of tax levy for library purposes, by State library law, 1/3 mill for each dollar of tax valuation is mandatory, 2/3 mill discretionary, making one mill the limit of permissible appropriation.

Terms of use—Free to residents and taxpayers. Subscription $2.00 per year to non-residents. Reference use free to everybody.

Total number of agencies—16:

Main Library
Branches—2 (in separate buildings)
Sub-branches—1 (in rented store). (Made a full Branch in 1923.)
Stations—3 (2 schools, 1 factory).
Other agencies:
2 schools (20 classroom libraries); 7 firehouses.

Number of days open during year (Main Library)	308
Hours open each week for lending (Main Library)	72
Hours open each week for reading (Main Library)	72

	Adult	Juvenile	Total
Number of volumes at beginning of year	50,221	13,743	63,964
Number of volumes added during year by purchase	2,889	1,623	4,512
Number of volumes added during year by gift or exchange	633	507	1,140
Number of volumes added during year by binding material not otherwise counted	88	23	111
Number of volumes lost or withdrawn during year	1,627	1,009	2,636
Total number at end of year	52,204	14,887	67,091
Of this number the Reference Department contains	2,380	140	2,520
Number of pamphlets at beginning of year	3,735	270	4,005
Number of pamphlets added during year	231	74	305
Number of pamphlets withdrawn during year	161	15	176
Total number of pamphlets at end of year (These figures refer only to catalogued pamphlets. No count kept of those in vertical files, etc.)	3,805	329	4,134

	Adult	Juvenile	Total
Number of pictures, photographs and prints added during year	.....	.....	1,229
Total number of mounted pictures, photographs and prints at end of year	.....	.....	14,431
Total number of posters at end of year	.....	.....	822
Other additions:			
Maps	(Collection not fully organized)		
Music scores, total number at end of year	.....	.....	850
Number of volumes of fiction lent for home use	138,259	45,778	184,037
Total number of volumes lent for home use	191,186	94,810	285,996
Number of pictures, photographs and prints lent for home use	.....	.....	2,859
Other circulation:			
Music scores	.....	.....	497
Number of borrowers registered during year:			
New	1,856	1,253	3,109
Renewed	1,519	429	1,948
Total number of registered borrowers since registration six years ago	20,026	7,762	27,788
Registration period—3 years.			
Total number of active borrowers (cards in force)			15,710
Number of newspapers and periodicals currently received:			
Newspapers	.....	.....	33
Periodicals	.....	.....	305
Duplicates	.....	.....	98
Proceedings and transactions	.....	.....	8
Number of persons using library for reading and study (record kept at Main Library only)	.....	.....	25,598

Number of publications issued during year:
Annual Report and Handbook of Information, new ed.

Number of staff, library service—23 (27 individuals, equivalent to 23 on full time), exclusive of junior aids, pages and messengers.

Number of staff, janitor service—5 (3 on part time).

OTHER STATISTICS

Analysis of Circulation for 1922

	Adult	Juvenile	Total
Main Library	134,539	32,458	166,997
Franklin Branch	17,454	10,755	28,209
Elmwood Branch	21,354	28,567	49,921
Ampere Branch	15,676	6,725	22,401
Deposit and School Stations	2,163	16,305	18,468
Total	191,186	94,810	285,996

Analysis of Registration for 1922 (New and Renewed)

Main Library	2,624	511	3,135
Franklin Branch	209	264	473
Elmwood Branch	296	466	762
Ampere Branch	174	110	284
Deposit and School Stations	72	331	403
Total	3,375	1,682	5,057

Analysis of Total Registration (New Series 1916)

Main Library	14,192	2,897	17,089
Franklin Branch	1,788	1,337	3,125
Elmwood Branch	2,284	2,221	4,505
Ampere Branch	1,449	612	2,061
Deposit and School Stations	313	695	1,008
Total	20,026	7,762	27,788
Total active borrowers (three-year-period)			15,710

Analysis of Books Added

Main Library	2,743	1,354	4,097
Franklin Branch	359	246	605
Elmwood Branch	333	443	776
Ampere Branch	175	110	285
Total	3,610	2,153	5,763

Total Number of Books in the Library

	Main	F. Br.	E. Br.	A. Br.	Total
Total number of catalogued volumes, January 1, 1922	46,293	7,986	7,919	1,766	63,964
Number of volumes catalogued, 1922	4,097	605	776	285	5,763
Number of volumes withdrawn, 1922	1,769	343	402	122	2,636
Number of volumes transferred to	140	6	..	8	..
Number of volumes transferred from	6	37	46	65	..
Total number of catalogued volumes, January 1, 1923	48,755	8,217	8,247	1,872	67,091

FINANCIAL STATEMENT

City Appropriation Account, 1922

TO EXPENDITURES			BY BUDGET $47,400.00
Expense—			
Salaries:			
Librarian and Assistants	$27,732.42		
Janitors	3,317.70		
		$31,050.12	
Stationery and Printing (Library Supplies)		1,481.13	
Repair and Rebinding of Books		2,122.92	
Maintenance:			
Building and Grounds	$112.37		
Equipment	1,350.97		
		1,463.34	
Light		1,206.65	
Heat		661.48	
Other		2,091.40	
Permanent Property and Equipment:			
Books	$7,281.79		
Furniture and Fixtures	41.00		
		7,322.79	
Balance of Appropriation (transferred to City Surplus Revenue account)		.17	
		$47,400.00	$47,400.00

*Miscellaneous Revenue, 1922

Miscellaneous Revenue, transferred to City Surplus Revenue account	$3,558.47	By Miscellaneous Revenue from fines, sales, etc.	$3,558.47

*Accruals from fines, etc., are paid over monthly to the City Treasurer as miscellaneous revenue. This revenue is estimated in advance, added to our appropriation, and returned to us by the City as a monthly contingent fund.

HISTORICAL SUMMARY

Board organized and Carnegie offer made	January, 1900
Opening of the Library	January 22, 1903
Opening of the Franklin Branch	August 1, 1909
Opening of the Elmwood Branch	January 11, 1912
Cost of sites	$29,088.94
Cost of buildings (gift of Mr. Carnegie, $116,000)	$119,191.86
Cost of books to December 31, 1922	$81,382.37
Total number of volumes added by gift and purchase from opening of the Library to December 31, 1922	94,283
Actual number of volumes in the Library (catalogued), Dec. 31, 1922	67,091
Number of borrowers (series of 1916), December 31, 1922	27,788

Circulation by year:

1903	total, 97,462		
1904	total, 115,224	increase	17,582
1905	total, 117,294	increase	2,070
1906	total, 127,055	increase	9,761
1907	total, 135,486	increase	7,717
1908	total, 152,334	increase	16,848
1909	total, 169,608	increase	17,274
1910	total, 188,867	increase	19,279
1911	total, 188,765	decrease	122
1912	total, 216,035	increase	27,270
1913	total, 222,949	increase	6,914
1914	total, 231,516	increase	8,567
1915	total, 252,479	increase	20,963
1916	total, 223,847	decrease	28,532
1917	total, 235,362	increase	11,515
1918	total, 222,188	decrease	13,174
1919	total, 262,259	increase	40,071
1920	total, 251,234	decrease	11,025
1921	total, 283,193	increase	31,959
1922	total, 285,996	increase	2,803

Total circulation for 20 years	3,754,153
Average per year	187,707

THE ABBEY PRINTSHOP, EAST ORANGE, N. J.

TWENTY-FIRST ANNUAL REPORT

OF THE

FREE PUBLIC LIBRARY

OF EAST ORANGE

FOR THE YEAR 1923

EAST ORANGE, NEW JERSEY

1924

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

The Main Library is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day.

On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

Hours of opening are usually curtailed in midsummer at the discretion of the Board of Trustees.

BRANCHES

FRANKLIN BRANCH, corner Dodd Street and Fulton Avenue.
2 to 6 P. M., Monday, Wednesday, Friday.
2 to 9 P. M., Tuesday, Thursday, Saturday.

ELMWOOD BRANCH, corner Elmwood Avenue and South Clinton Street.
2 to 6 P. M., Tuesday, Thursday, Saturday.
2 to 9 P. M., Monday, Wednesday, Friday.

AMPERE BRANCH, 57 Fourth Avenue.
2 to 6 P. M., Tuesday, Wednesday, Friday.
2 to 9 P. M., Monday, Thursday, Saturday.

DEPOSIT AND SCHOOL STATIONS

R. H. MUIR (for employees).

SEABURY & JOHNSON (for operatives).

ASHLAND SCHOOL, Park Avenue.

COLUMBIAN SCHOOL, Grove Street and Springdale Avenue.
Discontinued, April, 1923.

TELEPHONES

Main Library, 3617
Elmwood Branch, 3395
Franklin Branch, 348
Ampere Branch, 6636

BOARD OF TRUSTEES

EDWARD O. STANLEY. Appointed January 22, 1900;
Re-appointed January 1, 1920; term expires January 1, 1925.

GEORGE W. KING. Appointed January 1, 1916;
Re-appointed January 1, 1921; term expires January 1, 1926.

WILBUR S. JOHNSON. Appointed May 25, 1903;
Re-appointed January 1, 1923; term expires January 1, 1928.

CHARLES A. TROWBRIDGE. Appointed January 1, 1919;
Re-appointed January 1, 1924; term expires January 1, 1929.

ARTHUR J. WESTON. Appointed July 14, 1921;
Re-appointed January 1, 1922; term expires January 1, 1927.

HON. CHARLES H. MARTENS, Mayor, Ex-Officio.

CLIFFORD J. SCOTT, Superintendent of Schools, Ex-Officio.

PRESIDENT OF THE BOARD, EDWARD O. STANLEY.

TREASURER OF THE BOARD, WILBUR S. JOHNSON.

SECRETARY OF THE BOARD, CLIFFORD J. SCOTT.

ASSISTANT SECRETARY, LOUISE G. HINSDALE, Librarian.

STANDING COMMITTEES

Finance Committee

WILBUR S. JOHNSON — GEORGE W. KING

Audit Committee

GEORGE W. KING — ARTHUR J. WESTON

Building Committee

CHARLES A. TROWBRIDGE — ARTHUR J. WESTON

Book Committee

EDWARD O. STANLEY — CLIFFORD J. SCOTT

FORMER TRUSTEES

FREDERICK M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

FRANK S. TISDALE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTIN
Appointed May 25, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 9, 1905, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

ALEXANDER KING
Appointed January 22, 1900; died December 5, 1913

ERNEST C. KLIPSTEIN
Appointed January 1, 1911, to January 1, 1916

JOHN C. KIRTLAND
Appointed January 1, 1912; died November 2, 1916

EDWARD W. ASHLEY
Appointed January 1, 1914, to January 1, 1919

WILLIAM F. ETHERINGTON
Appointed January 1, 1917; resigned January 1, 1921

LIBRARY STAFF

LOUISE GRAHAM HINSDALE, Librarian

Office Staff

*Agnes Cowing, Assistant Librarian (to November 1, 1923)
Florence I. Holmes, Assistant Librarian (from November 1, 1923)
Attalie Buchner, Book Orders
Anne J. Hubley (to March 1) Helen C. Luqueer (to March 1)
Helen C. Luqueer (from March 1) Ethel L. Everett (from April 16)
Records and Accounts Typist and Office Assistant

Heads of Departments

Lending Department, *Annina De Angelis (to December 1)
Reference Department, Alys M. Gordon
Catalogue Department, Florence I. Holmes (to October 1)
Marjorie M. Spencer (from October 1)
Children's Room, *Mildred Maynard (to October 1)
Evelyn M. Wallis (from October 1)

Branch Librarians

Franklin Branch, *Edna Phillips (to January 6)
Miriam D. Reeve (from February 15)
Elmwood Branch, *Dorothy Norton (Senior Assistant; Acting Branch Librarian to May 15)
Elizabeth R. Wurts (from September 1)
Ampere Branch, Anne J. Hubley (Senior Assistant; Branch Librarian from March 1)

Senior Assistants

Alice H. Cyphers, in charge of Workroom
Gertrude Francis, in charge of Reading Room
Florence B. Grey, in Lending Department
Cornelia Livingston, 1st Assistant in Cataloguing Department
M. Elizabeth McCoy, 1st Assistant at Elmwood Branch (from July 1)
Bessie B. Smith, 1st Assistant in Reference Department
Anna F. Weibezahl, 1st Assistant in Lending Department

Junior Assistants

*Madeline Atchison (to December 15) A. Bernice Davis
*Alice M. Badgley (to May 19) Frances Duck
Josephine C. Bolenius Phoebe A. McDowell
Muriel Stromberg

Special and Part Time Assistants

Olive Davidson Edith Hammacher *Ruth Peel (to June 15)

Junior Aids

*Winifred Young (to Sept. 1) Alice Blaiklock (from Sept. 1)
Dorothy Schroeder

Training Class, 1923-24

Margaret Congdon Anna M. Reynal Iva M. Wilber
Hazel K. Levins Helen O. Terry Dorothy Williams

Janitor Service

Main Library: Janitor, Edward J. Moore
Janitor's Assistant, George W. Parker
Franklin Branch: Leonard Burger
Elmwood Branch: Lester W. Holden
Ampere Branch: *Murray Cook, *Richard Foster, Walter Rowe (from November 1)

*Resigned.

ANNUAL REPORT OF THE TRUSTEES AND OF THE LIBRARIAN

Report of the Trustees

To the Honorable Charles H. Martens,
Mayor of the City of East Orange:

Dear Sir:—We present to you herewith the report of the Library for the year 1923—the twenty-first annual report of the East Orange Free Public Library—as submitted by the Librarian.

Respectfully submitted,

EDWARD O. STANLEY, *President*
WILBUR S. JOHNSON, *Treasurer*
GEORGE W. KING
CHARLES A. TROWBRIDGE
ARTHUR J. WESTON
CHARLES H. MARTENS
CLIFFORD J. SCOTT, *Secretary*

EAST ORANGE FREE PUBLIC LIBRARY

ANNUAL REPORT FOR 1923

To the Board of Trustees of the East Orange Free Public Library:

GENTLEMEN:—I have the honor to submit to you a report of the work of the Free Public Library for the year 1923—a record-breaking year, so far as circulation is concerned.

Circulation

The total circulation was 316,677,—the first time we have passed the 300,000 mark,—an increase of 30,681 over the total for 1922. Only once before have we reported so large an increase in any one year.

While this growth is largely due to the newly established Ampere Branch, where the circulation has much more than doubled, each unit of the system shows some increase (several records were broken),— as indeed it should, to keep pace with the growth of population. We have, however, done better than that, as the home use of books has grown nearly three times as fast as the population. Going back to 1920, the census year, the relation is as 3 to 2. The adult use has grown more than the use by children.

The distribution of our circulation was as follows:

Main Library	168,939	(or 53.4 of the whole)
Ampere	52,870	(60,218 for its first twelve months from March to March)
Elmwood	50,467	
Franklin	30,223	
Other agencies	14,178	

The combined Children's Room circulation of the system is 32 per cent. of the whole. The highest proportion is at Elmwood Branch, where the circulation from the Children's Room is over 56 per cent. of the total.

Speaking in averages, from 19 to 20 books were lent to each borrower during the year, or from 5 to 6 books per capita of population. One morning in the busy season we counted throughout the system the total number of books "out" in circulation. The result was interesting enough to record. The total number of books in the homes of our town on that one day was 15,817, or two out of every nine books owned by the library. A little calculation showed that this number averaged about three books, one of which was not fiction, to each two families. Moreover, these books would fill a shelf one-third of a mile long. This was a marked advance on the same test made several years ago.

About 53 per cent. of the population are registered borrowers, (31,213).

Nearly 30 per cent. are active borrowers. New borrowers registered number 3,425; cards renewed, 2,794.

More than 7,600 volumes were added to the library shelves; and 3,133 volumes worn out and withdrawn; a net gain of approximately 4,500. The average cost of books bought was $1.46, a trifle more than in 1922.

Other Library Doings

The general work of the library has gone on with little of special interest to record, except the establishing of a new Ampere Branch, presently to be described. There has been quiet development in all our work and we have been kept very busy, especially, perhaps, with the ever-increasing and ever-welcome demands of school reference work, due to progressive methods of teaching, which bring even small children to the library to do what one might call original research! A new course of study which is being used in this and other school systems leaves an open door for greater library co-operation, and the library is becoming as necessary to the grade schools as it has long been to the high school.

The catalogue department has accomplished a great deal of work this year, in spite of a change in its administration. Besides cataloguing 7,622 books, much catalogue revision was done.

Nine exhibitions were shown in the Exhibition Room, including paintings by Mr. Henry S. Eddy, public school exhibits of drawing, sewing and manual arts, the work of Girl Scouts, and others, besides the usual Children's Book Week and Christmas book exhibitions. The total attendance at these exhibitions was 3,650. The rotation of exhibitions of prints by the Orange Camera Club, so much enjoyed for several years, continues to give delight to our library visitors.

The Committee Room was used by twelve organizations for ninety-six meetings. Rooms in the ground floor of the library were used for official purposes by the Income Tax officers and as a polling place on registration and election days.

Ampere Branch

The chief feature of our library year was the installing of a full-fledged branch at Ampere,—the outgrowth of the little sub-branch which had served the Fifth Ward for some years. Owing to a change in the policy of the Carnegie Corporation, a grant for a third branch building could not be obtained, and we were obliged to seek rented quarters. We were fortunate in securing two store properties on Fourth Avenue in the very center of the Ampere business section. These two stores were made into one room by cutting out the intervening wall. The bare and unattractive interior was transformed, during the months of January and February, into a charming and convenient library room, with its "children's corner," reference section, and reading table, and the necessary equipment for book-lending. More than 2,000 books were placed on the shelves, most of them newly bought,—a carefully chosen collection. New books have been constantly added during the year. The new branch (for it was practically new) was placed in charge of Miss Anne Hubley, one of our experienced

senior assistants, who had recently taken a summer school course in library work.

The result of the new enterprise was markedly successful from the first. Not only was the circulation more than doubled, in some months trebled, but it went up, in less than ten months, higher than Elmwood's circulation for the whole year. Moreover, the proportion of fiction borrowed,—still higher than the other branches,—is dropping by degrees, showing the increasing use of books other than novels. The general reference use of the branch grows, and the school reference work is very active. By common consent of the Principal of Columbian School and of the library authorities, the school branch at Columbian was withdrawn, and the pupils of that school now depend upon the Ampere Branch for reference work in connection with their studies as well as for their pleasure reading.

This branch is very popular in its own neighborhood, and is reaching out to all parts of the Fifth Ward. Our chief problem in regard to Ampere Branch is the certainty that its present space will not long be sufficient for its needs.

Franklin and Elmwood Branches

The older branches have both changed librarians during the year,—Miss Miriam Reeve taking charge of Franklin Branch, and Miss Elizabeth R. Wurts of Elmwood. Both these young women are graduates of the Pratt Institute Library School. These two branches have shown development and increased usefulness during the year. Elmwood has a larger proportion of children (56 per cent. of the total circulation) than any library in the system, and in some respects presents the most difficult problems of the three branches. It has efficiently met this year's unusually heavy demands in school reference work. During the last half of the year Franklin reported consecutive increases in circulation of from 12 to 34 per cent.

Changes in Staff

The library again lost several members of its staff, and the transference of others to different posts, while advantageous to our work as a whole, caused some temporary difficulties. The lending department especially felt the loss of some of its experienced routine workers. Two of our seniors, Miss Norton and Miss Peel, were married, and two juniors resigned to obtain better salaries. Miss Hubley, as previously mentioned, was transferred to Ampere Branch.

Miss Agnes Cowing, who as assistant librarian had made in one year so secure a place for herself in the respect and liking of the staff, resigned in October for personal reasons. Ampere branch owes much of its attractiveness and convenience to Miss Cowing, who had active supervision of the work of planning and equipping the interior, and was largely responsible for the book selection. Miss Holmes, head of the catalogue department, was transferred to Miss Cowing's position, and Miss Marjorie M. Spencer, of the Trenton Public Library staff, was appointed head cataloguer.

Miss De Angelis, head of the lending department, resigned on December 1st to accept another position, and Miss Weibezahl, the assistant head

of the department, took charge most effectively until the arrival of the new head, Miss Jessie R. Avery, early in 1924. Miss Avery is a graduate of the N. Y. State Library School, and was for several years branch librarian in Rochester, N. Y.

The librarian, who had been granted a few months leave of absence for a trip abroad, was fortunate in being able to delegate her responsibilities to such a capable alternate as Miss Cowing, and she takes this opportunity of once more thanking Miss Cowing and the staff for carrying on the library affairs so smoothly in her absence, and the Board of Trustees for so cordially permitting her to go, and for their unfailing courtesy and support in the management of the library.

Respectfully submitted,

LOUISE GRAHAM HINSDALE,
Librarian.

A. L. A. STATISTICAL REPORT

(Based on the Revised Form for Library Statistics Compiled by the A. L. A. Committee on Library Administration)

Annual Report for the Year Ended December 31, 1923.

Date of founding—1900. (No activities until building was opened January, 1903.)

Population served—Census of 1920, 50,710; estimate January, 1924, 59,750.

Assessed valuation of city, 1923, $84,322,536.

Rate of tax levy for library purposes, by State library law, 1/3 mill for each dollar of tax valuation is mandatory, 2/3 mill discretionary, making one mill the limit of permissible appropriation.

Terms of use—Free to residents and taxpayers. Subscription $2.00 per year to non-residents. Reference use free to everybody.

Total number of agencies—15:

Main Library

Branches—3 (in separate buildings)

Stations—2 (1 school, 1 factory)

Other agencies:

3 schools (21 classroom libraries); 5 firehouses; 1 department store (for employees)

Number of days open during year (Main Library)	308
Hours open each week for lending (Main Library)	72
Hours open each week for reading (Main Library)	72

Book Stock

	Adult	Juvenile	Total
Number of volumes at beginning of year	52,204	14,887	67,091
Number of volumes added during year by purchase	3,986	2,436	6,422
Number of volumes added during year by gift or exchange	1,039	57	1,096
Number of volumes added during year by binding material not otherwise counted	81	23	104
Number of volumes lost or withdrawn during year	1,495	1,638	3,133
Total number at end of year	55,829	15,751	71,580
Number of volumes in Reference Department (Main Library)			2,118
Number of pamphlets at beginning of year			4,134
Number of pamphlets added			704
Number of pamphlets withdrawn			72
Total number of pamphlets at end of year (These figures refer only to catalogued pamphlets. No count kept of those in vertical files, etc.)			4,766

Number of pictures, photographs, prints and posters added during year	1,366
Total number of mounted pictures, photographs, prints and posters at end of year	14,739
Other additions:	
Maps—Total number at end of year	357
Music scores—Total number at end of year	508
Number of newspapers and periodicals, proceedings and transactions currently received: titles, 336; duplicates, 135; total	471
Number of publications issued during year:	
Annual Report and Handbook of Information for Users of the Library (new ed.)	2

Use

	Adult	Juvenile	Total
Number of volumes of fiction lent for home use	159,227	49,125	204,352
Total number of volumes lent for home use	214,953	101,724	316,677
Per cent. fiction lent of total volumes lent	74 (M.L. 68.3)	48.2	67.8

Circulation per capita	5.3 vols.
Number of pictures, photographs and prints lent for home use	2,404
Number of persons using Library for reading and study (Main Library only)	23,480

Registration

	Adult	Juvenile	Total
Number of borrowers registered during year:			
New	2,111	1,314	3,425
Renewed	2,197	597	2,794
Total	4,308	1,911	6,219
Total number of registered borrowers (since re-registration, 1916)	22,537	8,676	31,213
Cards in force (active borrowers)			16,429
Registration period—3 years			
Per cent. registered borrowers of population served			53%
Per cent. active borrowers of population served			30%

OTHER STATISTICS

Analysis of Circulation for 1923

	Adult	Juvenile	Total
Main Library	137,458	31,481	168,939
Franklin Branch	18,011	12,212	30,223
Elmwood Branch	21,971	28,496	50,467
Ampere Branch	35,062	17,808	52,870
School and Deposit Stations	1,074	7,206	8,280
Traveling and Class Room Libraries	1,377	4,521	5,898
Total	214,953	101,724	316,677

Analysis of Registration for 1923 (New and Renewed)

Main Library	2,757	585	3,342
Franklin Branch	352	333	685
Elmwood Branch	404	521	925
Ampere Branch	774	361	1,135
Deposit and School Stations	21	111	132
Total	4,308	1,911	6,219

Analysis of Total Registration (New Series 1916)

Main Library	15,657	3,094	18,751
Franklin Branch	1,963	1,461	3,424
Elmwood Branch	2,494	2,483	4,977
Ampere Branch	2,095	879	2,974
Deposit and School Stations	332	755	1,087
Total	22,541	8,672	31,213
Total active borrowers (three year period)			16,429

Analysis of Books Added

Main Library	2,763	1,163	3,926
Franklin Branch	311	216	527
Elmwood Branch	424	386	810
Ampere Branch	1,608	751	2,359
Total	5,106	2,516	7,622

Total Number of Books in the Library

	Main	F. Br.	E. Br.	A. Br.	Total
Total number of catalogued volumes, January 1, 1923	48,755	8,217	8,247	1,872	67.091
Number of volumes catalogued, 1923	3,926	527	810	2,359	7,622
Number of volumes withdrawn, 1923	2,067	225	444	397	3,133
Number of volumes transferred to	314	11	13	85	423
Number of volumes transferred from	152	31	207	33	423
Total number of catalogued volumes January 1, 1924	50,778	8,498	8,418	3,886	71,580

FINANCIAL STATEMENT

City Appropriation Account, 1923

TO EXPENDITURES			BY BUDGET $58,830.00
Expense—			
Salaries:			
Librarian and Assistants	$31,858.84		
Janitors	3,741.20		
		$35,600.04	
Stationery and Printing (Library supplies)		1,757.00	
Repair and rebinding of books		2,105.01	
Maintenance:			
Building and Grounds	$ 423.44		
Equipment	1,671.00		
		2,094.44	
Light		1,185.11	
Heat		2,245.98	
Other		3,583.35	
Permanent Property and Equipment:			
Books	$9,243.56		
Furniture and Fixtures	1,015.14		
		10,258.70	
Balance of Appropriation (transferred to City Surplus Revenue Account)		.37	
		$58,830.00	$58,830.00

*Miscellaneous Revenue, 1923

Miscellaneous Revenue, transferred to City Surplus Revenue account	$4,497.09	By Miscellaneous Revenue from fines, sales, etc.	$4,497.09

*Accruals from fines, etc., are paid over monthly to the City Treasurer as miscellaneous revenue. This revenue is estimated in advance, included in our appropriation, and returned to us by the City as a monthly contingent fund.

HISTORICAL SUMMARY

Board organized and Carnegie offer made.....January, 1900

Opening of the Library.....January 22, 1903

Opening of the Franklin Branch.....August 1, 1909

Opening of the Elmwood Branch.....January 11, 1912

Cost of sites.....$29,088.94

Cost of buildings (gift of Mr. Carnegie, $116,000).....$119,191.86

Cost of books to December 31, 1923.....$90,625.93

Total number of volumes added by gift and purchase from opening of the Library to December 31, 1923.....98,772

Actual number of volumes in the Library (catalogued), Dec. 31, 1923 71,580

Number of borrowers (series of 1916) December 31, 1923.....31,213

Circulation by year:

1903	total, 97,462		
1904	total, 115,224	increase	17,582
1905	total, 117,294	increase	2,070
1906	total, 127,055	increase	9,761
1907	total, 135,486	increase	7,717
1908	total, 152,334	increase	16,848
1909	total, 169,608	increase	17,274
1910	total, 188,867	increase	19,279
1911	total, 188,765	decrease	122
1912	total, 216,035	increase	27,270
1913	total, 222,949	increase	6,914
1914	total, 231,516	increase	8,567
1915	total, 252,479	increase	20,963
1916	total, 223,847	decrease	28,532
1917	total, 235,362	increase	11,515
1918	total, 222,188	decrease	13,174
1919	total, 262,259	increase	40,071
1920	total, 251,234	decrease	11,025
1921	total, 283,193	increase	31,959
1922	total, 285,996	increase	2,803
1923	total, 316,677	increase	30,681

Total circulation for 21 years.....4,070,830

Average per year..... 193,849

THE ABBEY PRINTSHOP, EAST ORANGE, N. J.

TWENTY-SECOND ANNUAL REPORT

OF THE

FREE PUBLIC LIBRARY

OF EAST ORANGE

FOR THE YEAR 1924

EAST ORANGE, NEW JERSEY

1925

LIBRARY HOURS

MAIN LIBRARY, corner Main Street and Munn Avenue.
9 A. M. to 9 P. M. daily (except Sunday).

The Main Library is closed on Sundays, on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day.

On other legal holidays it is open for half the day only, from 9 A. M. to 1 P. M.

Hours of opening are usually curtailed in midsummer at the discretion of the Board of Trustees.

BRANCHES

FRANKLIN BRANCH, corner Dodd Street and Colonial Terrace.
2 to 6 P. M., Monday, Wednesday, Friday.
2 to 9 P. M., Tuesday, Thursday, Saturday.

ELMWOOD BRANCH, corner Elmwood Avenue and South Clinton Street.
2 to 6 P. M., Tuesday, Thursday, Saturday.
2 to 9 P. M., Monday, Wednesday, Friday.

AMPERE BRANCH, 57 Fourth Avenue.
2 to 6 P. M., Tuesday, Wednesday, Friday.
2 to 9 P. M., Monday, Thursday, Saturday.

DEPOSIT AND SCHOOL STATIONS

R. H. MUIR (for employees).

SEABURY & JOHNSON (for operatives).

ASHLAND SCHOOL, Park Avenue.

TELEPHONES

Main Library, 3617
Elmwood Branch, 3395
Franklin Branch, 348
Ampere Branch, 6636

BOARD OF TRUSTEES

EDWARD O. STANLEY. Appointed January 22, 1900;
Re-appointed January 1, 1925; term expires January 1, 1930.

GEORGE W. KING. Appointed January 1, 1916;
Re-appointed January 1, 1921; term expires January 1, 1926.

WILBUR S. JOHNSON. Appointed May 25, 1903;
Re-appointed January 1, 1923; term expires January 1, 1928.

*CHARLES A. TROWBRIDGE. Appointed January 1, 1919;
Re-appointed January 1, 1924; term expires January 1, 1929.

ARTHUR J. WESTON. Appointed July 14, 1921;
Re-appointed January 1, 1922; term expires January 1, 1927.

HON. CHARLES H. MARTENS, Mayor, Ex-Officio.

CLIFFORD J. SCOTT, Superintendent of Schools, Ex-Officio.

PRESIDENT OF THE BOARD, EDWARD O. STANLEY.

TREASURER OF THE BOARD, WILBUR S. JOHNSON.

SECRETARY OF THE BOARD, CLIFFORD J. SCOTT.

ASSISTANT SECRETARY, LOUISE G. HINSDALE, Librarian.

STANDING COMMITTEES

Finance Committee

WILBUR S. JOHNSON — GEORGE W. KING

Audit Committee

GEORGE W. KING — ARTHUR J. WESTON

Building Committee

CHARLES A. TROWBRIDGE — ARTHUR J. WESTON

Book Committee

EDWARD O. STANLEY — CLIFFORD J. SCOTT

* Died December 30, 1924.
Mr. Hoyt D. Lufkin was appointed by the Mayor on March 9, 1925, to fill the unexpired term of Mr. Trowbridge.

FORMER TRUSTEES

FREDERICK M. SHEPARD
Appointed January 22, 1900; President to May 27, 1903

HARRY T. AMBROSE
Appointed January 22, 1900, to June 11, 1900

FRANK S. TISDALE
Appointed January 22, 1900, to June 11, 1900

JOHN C. LYON
Appointed January 22, 1900, to January 21, 1905

JAMES B. DILL
Appointed June 11, 1900, to July 2, 1902

J. FRANKLIN FORT
Appointed January 22, 1900; President from May 27, 1903, to January 1, 1909

ROBERT W. HAWKESWORTH
Appointed January 22, 1900; Vice-President from January 21, 1905, to January 1, 1909

ALBERT S. MARTEN
Appointed May 25, 1903, to January 1, 1909

OCTAVUS C. MYERS
Appointed January 9, 1905, to January 1, 1909

DAVID S. WALTON
Appointed January 22, 1900; Treasurer from April 18, 1900, to January 1, 1911

CHARLES A. STERLING
Appointed January 22, 1900; President from February 17, 1909, to January 17, 1912

ALEXANDER KING
Appointed January 22, 1900; died December 5, 1913

ERNEST C. KLIPSTEIN
Appointed January 1, 1911, to January 1, 1916

JOHN C. KIRTLAND
Appointed January 1, 1912; died November 2, 1916

EDWARD W. ASHLEY
Appointed January 1, 1914, to January 1, 1919

WILLIAM F. ETHERINGTON
Appointed January 1, 1917; resigned January 1, 1921

CHARLES A. TROWBRIDGE
Appointed January 1, 1919; died December 30, 1924

LIBRARY STAFF

LOUISE GRAHAM HINSDALE, Librarian

Office Staff

FLORENCE I. HOLMES, Assistant Librarian
ATTALIE BUCHNER, Book Orders
HELEN C. LUQUEER, Accounts and Supplies
ETHEL L. EVERETT, Typist and Office Assistant

Heads of Departments

Lending Department, JESSIE R. AVERY (from January 15, 1924)
Reference Department, ALYS M. GORDON
Catalogue Department, MARJORIE M. SPENCER
Children's Room, *EVELYN M. WALLIS (to October 1)
HANNAH SEVERNS (from October 1)

Branch Librarians

Franklin Branch, MIRIAM D. REEVE
Elmwood Branch, ELIZABETH R. WURTS
Ampere Branch, ANNE J. HUBLEY

Senior Assistants

ALICE H. CYPHERS, in charge of Workroom
GERTRUDE FRANCIS, in charge of Reading Room
*FLORENCE B. GREY, in Lending Department (to July 15)
CORNELIA LIVINGSTON, 1st Assistant in Cataloguing Department
*M. ELIZABETH McCOY, 1st Assistant at Elmwood Branch (to September 1)
BESSIE B. SMITH, 1st Assistant in Reference Department
ETHEL C. TRUDEAU, 1st Assistant in Lending Department (from October 1)
*ANNA F. WEIBEZAHL, Assistant Head of Lending Department (to September 15)

Junior Assistants

*JOSEPHINE C. BOLENIUS (to October 1)
A. BERNICE DAVIS, in charge of statistics
FRANCES DUCK
HAZEL K. LEVINS (from September 1)
*PHOEBE O. McDOWELL (to December 15)
ANNA M. REYNAL (from September 1)
MURIEL STROMBERG
HELEN O. TERRY (from September 1)
DOROTHY WILLIAMS (from September 1)

Special and Part Time Assistants

EDITH HAMMACHER
DOROTHY HENNING (from September 1)
DOROTHY SCHROEDER (to October 1)

Junior Aids

*ALICE BLAIKLOCK (to April 15)
DOROTHY HENNING (to September 1)
*ELEANOR RIGHTOR (to October 1)
*EDITHA SEIBERT (to January, 1925)

Training Class, 1924-25

JANET DEWALL
MARY H. B. WURTS
DOROTHY SCHROEDER

Janitor Service

Main Library: Janitor, EDWARD J. MOORE
Janitor's Assistant, GEORGE W. PARKER
Franklin Branch: LEONARD BURGER
Elmwood Branch: *LESTER W. HOLDEN (to February 1, 1925)
Ampere Branch: WALTER ROWE

*Resigned.

ANNUAL REPORT OF THE LIBRARIAN

To the Honorable Charles H. Martens,
Mayor of the City of East Orange:

Dear Sir:—We present to you herewith the report of the Library for the year 1924, the twenty-second annual report of the East Orange Free Public Library, as submitted by the Librarian.

Respectfully submitted,

EDWARD O. STANLEY, *President*
WILBUR S. JOHNSON, *Treasurer*
GEORGE W. KING
HOYT D. LUFKIN
ARTHUR J. WESTON
CHARLES H. MARTENS
CLIFFORD J. SCOTT, *Secretary*

EAST ORANGE PUBLIC LIBRARY

LIBRARIAN'S REPORT FOR YEAR 1924

To the Board of Trustees of the East Orange Free Public Library:

GENTLEMEN:—I have the honor to submit to you a brief report of the work of the Free Public Library for the year 1924.

Last year we told of the circulation records broken in 1923. This record-breaking use of the library continued during 1924. The total circulation was 326,655, an increase of about 10,000 over 1923. This means that an average of thirty-two more books per day were borrowed than in 1923. Carrying this record back another year, the gain over 1922 in the number of books borrowed amounted to 131 volumes per day.

Each branch reached its highest figure of circulation for any one month —Franklin with 3,288; Elmwood, 5,303; and Ampere, 6,547. (The highest monthly record for the Main Library was 16,641 in 1923.) The largest month's circulation ever recorded for the library system was 33,913 in March, 1924.

The year's circulation was distributed as follows:

Main Library	164,378,	or 50.3 per cent of the whole
Ampere Branch	62,032,	or 19 per cent of the whole
Elmwood Branch	52,595,	or 16.1 per cent of the whole
Franklin Branch	31,888,	or 9.8 per cent of the whole
Other agencies	15,762,	or 4.8 per cent of the whole
Total	326,655	

Using 59,750 as the official estimate of population in 1924, the circulation per capita was 5½ volumes; and nearly 17,000 persons or 28 per cent. of the population, were active borrowers. The total new and renewed registration amounted to 5,691.

The number of books lent to children was 108,264, ont-third of the total circulation. This is unevenly distributed. At the Main Library, the Children's Room circulation is less than 20 per cent. of the whole. At Ampere it is over 30 per cent.; Franklin's is over 40; while Elmwood's Children's Room carries more than 56 per cent. of its circulation—occasionally forging ahead of the Children's Room at the Main Library. These differences are mainly due to the differing neighborhoods in which our buildings are situated.

The Children's Room, although a change in its department head was made in the middle of the year, carried on a fruitful and constructive year's work. The children's librarian acts also as supervisor of our work with schools—visiting classrooms as well as planning the library instruction given to upper grades at the library and personally conducting the school branch at Ashland School, open once a week. She is frequently called upon to give advice to mothers as to books and reading for their children.

New courses in the grade schools have during the last two years brought a marked increase of school reference work to the Main Library and branches, and much preparatory work was done at the library during the summer, following a conference between a committee of principals and teachers and a library staff committee.

Public school students of the upper grades (all of the eighth and some of the sixth and seventh grades) receiving instruction at the Main Library or branches in the use of the library for reference and study, numbered 1606. The same instruction was also given to the pupils of a parochial school. The circulation of books from class room libraries and school stations was 13,197.

The attendance in the Main Library reference and reading rooms was 25,150, an average of more than 80 per day. Thousands of questions requiring some research were handled in the Reference Room, at the information desk, or in the Children's Room. (These figures are unavoidably incomplete.) The Chamber of Commerce was several times furnished with information, lists of churches, organizations, industries, etc., upon request.

At the Main Library 260 periodicals (including newspapers) are regularly received, and those of reference value are afterward bound or filed for use in the periodical reference collection. The branch reading rooms are well supplied with magazines, but no record is kept of attendance. The total number of subscriptions at Main Library and branches is 480.

The picture collection includes 15,626 mounted prints and posters. Of these, 5,537 were lent, chiefly to teachers for class room use.

The number of books added to the library was 6,250 (5,415 by purchase); while 2,635 were worn out and withdrawn. The total number of volumes in all our collections at the end of the year was 75,032. The average cost per volume was $1.67½. In 1923 it was $1.46. Many books, pamphlets and periodicals were received as gifts. Of the 6,087 books catalogued, 1,649 were new titles, the balance duplicates or replacements. More than 20,000 cards were typed and filed in shelf-list and catalogues.

The workroom handled 16,509 units of work in the care and repair of magazines, pamphlets and books, new and old.

The Committee Room was used by ten organizations for thirty meetings. This shows a marked falling off in the use of the room by outside organizations—due partly at least to the fact that the room was in use as an Internal Revenue office for income tax business for periods totalling three months during the year. One of the rooms on the lower floor of the building was occupied as usual on four days in the autumn for voting purposes.

The extension work of the library, with a total circulation of 15,762 in 1924, included library stations for employees at the Seabury & Johnson works and at Muir's store, traveling libraries in fire houses, the school branch at Ashland School, and classroom libraries in other public schools.

The branches have all made excellent progress during the year, not merely in circulation, but in their work with schools and in general administration. Elmwood has done especially good work in connection with Elmwood School.

The growth of Ampere during its second year has kept up the record of the first, but it cannot grow much more in usefulness until it has a larger building to expand in. One small table constitutes the reading room and reference facilities at present, and the space devoted to the children is a fraction of that provided in other branches.

The adult circulation at the Ampere Branch in 1924 was 41,613—nearly twice that at Elmwood (22,951) and more than twice the adult circulation at Franklin (18,543). The children's circulation was approximately two-thirds as large as that at the Main Library or at Elmwood. Yet this circulation is carried on with a book supply not much more than half that at the other branches, since space for more is lacking.

In 1924, with a book stock of less than 5,000, Ampere lent an average of 5,175 volumes per month. The Main Library lent on an average 26 per cent. of its stock per month; Franklin 30 per cent.; Elmwood 48 per cent.; while Ampere Branch lent more than 100 per cent.

While this Branch is apparently one of the most popular institutions in the Fifth Ward, there are increasing complaints of the small number of books from which to make selection, and of the lack of reading room space. I would recommend that feasible plans for providing quarters as commodious, at least, as those at the older branches be given careful consideration before the expiration (Jan. 1, 1926) of the lease of the property now occupied by the Ampere Branch.

The changes in staff were less numerous than in the previous year, but the loss of two of our senior staff, Miss Grey and Miss Weibezahl, was severely felt. Miss Weibezahl resigned to enter the Pratt Institute Library School, and Miss Grey to accept an advantageous position on the staff of the Ridgewood Library. Two juniors also resigned.

Miss Jessie R. Avery, formerly of Rochester, assumed charge of our lending department early in the year, and Miss Ethel Trudeau, a recent graduate of the Pratt Institute Library School, was appointed a senior assistant.

Respectfully submitted,

LOUISE GRAHAM HINSDALE,
Librarian.

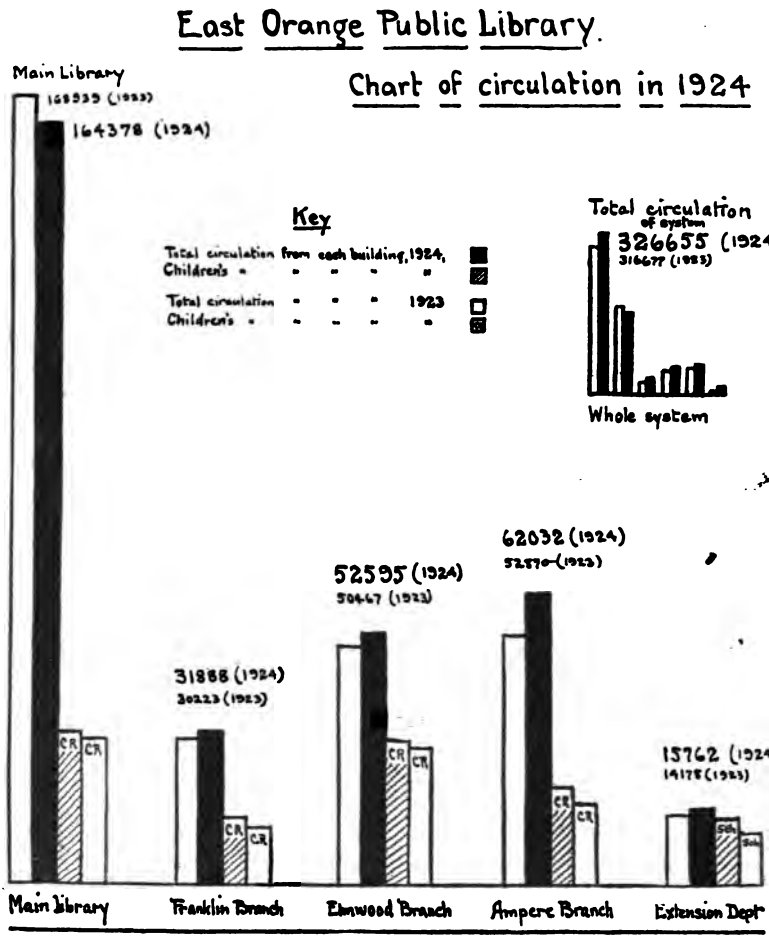

CHART
OF
CIRCULATION

OTHER STATISTICS

Analysis of Circulation for 1924

	Adult	Juvenile	Total
Main Library	132,719	31,659	164,378
Franklin Branch	18,543	13,345	31,888
Elmwood Branch	22,951	29,644	52,595
Ampere Branch	41,613	20,419	62,032
School and Deposit Stations	1,087	6,443	7,530
Traveling and Class Room Libraries	1,478	6,754	8,232
Total	218,391	108,264	326,655

Analysis of Registration for 1924 (New and Renewed)

Main Library	2,602	644	3,246
Franklin Branch	330	281	611
Elmwood Branch	370	530	900
Ampere Branch	512	278	790
Deposit and School Stations	13	131	144
Total	3,827	1,864	5,691

Analysis of Total Registration (New Series 1916)

Main Library	17,198	3,273	20,471
Franklin Branch	2,189	1,568	3,757
Elmwood Branch	2,780	2,745	5,525
Ampere Branch	2,573	1,054	3,627
Deposit and School Stations	343	848	1,191
Total	25,083	9,488	34,571
Total active borrowers (three year period)			16,967

Analysis of Books Added (Catalogued)

Main Library	2,632	831	3,463
Franklin Branch	364	222	586
Elmwood Branch	301	599	900
Ampere Branch	708	430	1,138
Total	4,005	2,082	6,087

Total Number of Books in the Library

	Main	F. Br.	E. Br.	A. Br.	Total
Total number of catalogued volumes, January 1, 1924	50,776	8,499	8,419	3,886	71,580
Number of volumes catalogued, 1924	3,463	586	900	1,138	6,087
Number of volumes withdrawn, 1924	2,175	156	179	125	2,635
Number of volumes transferred to	98	12	7	46	163
Number of volumes transferred from	78	44	20	21	163
Total number of catalogued volumes January 1, 1925	52,084	8,897	9,127	4,924	75,032

FINANCIAL STATEMENT

City Appropriation Account, 1924

TO EXPENDITURES			BY BUDGET $60,000.00
Expense—			
Salaries:			
Librarian and Assistants	$34,189.07		
Janitors	3,949.65		
		$38,138.72	
Stationery and Printing (Library supplies)		1,838.49	
Repair and rebinding of books		2,261.49	
Maintenance:			
Building and Grounds	$ 90.05		
Equipment	803.11		
		893.16	
Light		1,356.11	
Heat		2,520.64	
Other		3,363.50	
Permanent Property and Equipment:			
Books	$9,076.63		
Furniture and Fixtures	551.25		
		9,627.88	
Balance of Appropriation (transferred to City Surplus Revenue Account)		.01	
		$60,000.00	$60,000.00

*Miscellaneous Revenue, 1924

Miscellaneous Revenue, transferred to City Surplus Revenue account	$4,453.12	By Miscellaneous Revenue from fines, sales, etc.	$4,453.12

*Accruals from fines, etc., are paid over monthly to the City Treasurer as miscellaneous revenue. This revenue is estimated in advance, included in our appropriation, and returned to us by the City as a monthly contingent fund.